

REGULAR BOARD MEETING

Wednesday, May 21, 2025

12:00 p.m.

Hybrid Participation

**CLALLAM TRANSIT SYSTEM**

In-Person: 830 W. Lauridsen Blvd. Port Angeles

Virtual: 253-215-8782

Meeting ID: 858 1027 6869

AGENDA

Agenda items requiring action may be taken by unanimous consent, when appropriate to do so.

CALL TO ORDER**ROLL CALL****PUBLIC COMMENT**

The public is welcome to participate in the meeting by joining via phone by calling **253-215-8782**, entering meeting ID no. **858 1027 6869** or by attending in-person. However, we encourage anyone interested in providing public comment to the CTS Board to please email your comments to boardclerk@clallamtransit.com or mail to Clallam Transit System, 830 West Lauridsen Boulevard, 98363. Providing comments 24 hours in advance of the meeting will ensure that they are distributed to the board. During the public comment period, persons may speak for up to three minutes by stating their name and residential jurisdiction. Comments will be addressed to the entire CTS Board and not to one individual. Board members will not provide responses or engage in direct conversation during the public comment period.

PRESENTATION

- A. **Retirement Recognition – Fixed-route Dispatcher Karen Martin**
- B. **Employee of the Year 2024 – Fixed-route Operator Denny Goudie**
- C. **Washington State Insurance Pool (WSTIP) – Safety Star Award – Tracey Christianson, Executive Director**

CONSENT AGENDA

- A. **Factsheet 2025-028: Consent Agenda – Motion No. M12:2025**
 - **Payment Listing** – April 10, 2025, through May 14, 2025
 - **Board Meeting Minutes** – April 16, 2025
 - **Resolution No. R7:2025** – Employee of the Year 2024 – Denny Goudie
 - **Resolution No. R8:2025** – Retirement Recognition – Karen Martin
 - **Resolution No. R9:2025** – Retirement Recognition – David Larrabee
 - **Proclamation No. P3:2025** – Ride Transit Month – June

ACTION ITEMS

- A. **Factsheet 2025-029: General Manager Recruitment and Transition Plan – Motion No. M13:2025**
Barb Cox, Human Resources Manager
- B. **Factsheet 2025-030: Facility Remodel Contract Hoch Construction – Motion No. M14:2025**
Gary Abrams, Maintenance Manager
- C. **Factsheet 2025-031: Acting General Manager Appointment – Resolution No. R10:2025**
James I. Fetzer, General Manager

INFORMATIONAL ITEMS

- A. **Executive Report** Jim Fetzer, General Manager
 - 1) **General Manager Recruitment and Transition Planning Meeting Minutes**
- B. **Factsheet 2025-032: Operations Department Report** Jason McNickle, Operations Manager
- C. **Factsheet 2025-033: Finance Department Report** Cherie Huxtable, Finance Manager
- D. **Maintenance Department Report** Gary Abrams, Maintenance Manager
- E. **Factsheet 2025-034: Administrative Services Department Report** Barb Cox, Human Resources Manager
 - 1) **Factsheet 2025-035: Paid Family and Medical Leave Policy Update**

BOARD OPEN DISCUSSION**ADJOURNMENT**



Title: May 2025 Consent Agenda
Submitted By: James I. Fetzer, General Manager *JF*
Authorized By: N/A

Factsheet: 2025-028
Date: May 21, 2025

Background

The Clallam Transit System Board (Board) has adopted the special rule order for the consent agenda process, as outlined in the Section 3.4 Parliamentary Procedure of the *Bylaws of the Clallam County Public Transportation Benefit Area*. All items listed within the consent agenda have been distributed to each member of the Board for review prior to the meeting and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, then by request, that item may be removed from consent agenda.

Discussion

- **Payment Listing:** The listing of payments as summarized in the attached memorandum are presented for review and approval by the Board.
- **Board Meeting Minutes:** The minutes from the last meeting have been drafted and are presented for review and approval by the Board.
- **Resolution R7:2025:** 2024 Employee of the Year
- **Resolution No. R8:2025:** Retirement Recognition
- **Resolution No. R9:2025:** Retirement Recognition
- **Proclamation No. P3:2025:** Ride Transit Month

Recommended Action

Move to approve the actions outlined above in the consent agenda by CTS Motion No. M12:2025, as presented.

Attachments

- Payment Listing – April 10, 2024, through May 14, 2025
- April 16, 2025 Board Minutes
- Resolution No. R7:2025 – 2024 Employee of the Year – Fixed-route Operator Denny Goudie
- Resolution No. R8:2025 – Retirement Recognition – Fixed-route Operator Karen Martin
- Resolution No. R9:2025 – Retirement Recognition – Fixed-route Operator David Larrabee
- Proclamation No. P3:2025 – Ride Transit Month June 2025

Passed and adopted by the Board at a regular meeting by CTS Motion No. M12:2025 thereof this 21st day of May 2025.

Board Chairperson

Approved as to Content:

Attest:

James I. Fetzer, General Manager

Barb Cox, Clerk to the Board



Title: Payment Listing for Board Approval
Submitted By: Cherie Huxtable, Finance Manager
Authorized By: Jim Fetzer, General Manager 

PAYMENT LISTING FOR BOARD APPROVAL

The listing of payments as summarized above and listed on the following pages, are hereby presented for approval.

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims are just and due obligations against the Clallam Transit System, and that I am authorized to authenticate and certify to said claims."



Finance Manager

May 21, 2025

Date

PAYMENT LISTING SUMMARY FOR MAY BOARD REPORT

AP03 #4 Check Disbursement List

<u>Umpqua Bank</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Automated Checks	4/10/2025	5/14/2025	101343	101487	343,933.94
ACHs - External Initiated	4/10/2025	5/14/2025	50741	50750	342,150.16
ACHs - Other Internal Initiated	4/10/2025	5/14/2025	275	305	406,365.25
TOTAL "Accounts Payable Check Disbursement List"					<u>\$ 1,092,449.35</u>
ACHs - Payroll Internal Initiated	4/10/2025	5/14/2025	EFT0030	EFT0032	399,143.03
TOTAL ACH REGISTER					<u>\$ 399,143.03</u>
TOTAL ALL PAYMENTS					<u>\$ 1,491,592.38</u>

BOARD APPROVAL OF PAYMENT LISTING

Payments audited and certified by the finance manager as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board.

The Clallam Transit System Board, by a (unanimous, majority) vote, does approve for payment those checks and electronic payments disbursed and included on the listings provided.

Chair

Date



Clallam Transit System

Check Report

By Check Number

Date Range: 04/10/2025 - 05/14/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 6078 - Checking-Umpqua Checking						
Payment Type: EFT						
325A	HEALTH CARE AUTHORITY	04/11/2025	EFT	0.00	159,211.38	275
633	PETROCARD, INC	04/11/2025	EFT	0.00	9,798.36	276
1256	Cody Kraatz	04/18/2025	EFT	0.00	10,640.00	277
214	AMALGAMATED TRANSIT UNION	04/18/2025	EFT	0.00	2,267.89	278
210	EMPLOYEES ASSOCIATION	04/18/2025	EFT	0.00	466.50	279
810	HRA VEBA	04/18/2025	EFT	0.00	4,171.59	280
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	04/18/2025	EFT	0.00	10,744.04	281
843	PF EA CHARITY FUND	04/18/2025	EFT	0.00	31.00	282
240	UNITED WAY OF CLALLAM COUNTY	04/18/2025	EFT	0.00	40.00	283
633	PETROCARD, INC	04/25/2025	EFT	0.00	10,019.12	284
5137	Douglas Gates	04/25/2025	EFT	0.00	40.00	285
KG021	KEVIN E GALLACCI	04/25/2025	EFT	0.00	300.00	286
633	PETROCARD, INC	05/02/2025	EFT	0.00	621.74	287
5135	Edward Thompson	05/02/2025	EFT	0.00	68.00	288
5136	Morgan Huck Mulligan	05/02/2025	EFT	0.00	85.00	289
9JG20	JEFF GINGELL	05/02/2025	EFT	0.00	154.28	290
214	AMALGAMATED TRANSIT UNION	05/02/2025	EFT	0.00	2,231.19	291
210	EMPLOYEES ASSOCIATION	05/02/2025	EFT	0.00	476.50	292
810	HRA VEBA	05/02/2025	EFT	0.00	7,179.58	293
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	05/02/2025	EFT	0.00	11,046.69	294
843	PF EA CHARITY FUND	05/02/2025	EFT	0.00	31.00	295
240	UNITED WAY OF CLALLAM COUNTY	05/02/2025	EFT	0.00	40.00	296
325A	HEALTH CARE AUTHORITY	05/09/2025	EFT	0.00	163,334.42	297
633	PETROCARD, INC	05/09/2025	EFT	0.00	10,196.86	298
AK067	ANITA CAMPBELL	05/09/2025	EFT	0.00	300.00	299
1099	CHERIE HUXTABLE	05/09/2025	EFT	0.00	265.92	300
KG021	KEVIN E GALLACCI	05/09/2025	EFT	0.00	300.00	301
KH260	KIMBERLY ANN HUTCHESON	05/09/2025	EFT	0.00	129.00	302
LH087	Leo Hansen	05/09/2025	EFT	0.00	300.00	303
5002	RYAN WOODS	05/09/2025	EFT	0.00	72.56	304
633	PETROCARD, INC	05/09/2025	EFT	0.00	1,802.63	305
Total EFT:				0.00	406,365.25	

Check Report

Date Range: 04/10/2025 - 05/14/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
858	EFTPS - 941 DEPOSITS	04/18/2025	Bank Draft	0.00	66,678.84	50741
303	WA DRS - DEPT OF RETIREMENT SRVCS	04/18/2025	Bank Draft	0.00	42,785.85	50742
183	WA L&I - WORKERS COMP	04/25/2025	Bank Draft	0.00	92,572.85	50743
1041	WA ESD - PFML & CARES	04/25/2025	Bank Draft	0.00	15,172.01	50744
1041	WA ESD - PFML & CARES	04/25/2025	Bank Draft	0.00	8,756.11	50745
858	EFTPS - 941 DEPOSITS	05/02/2025	Bank Draft	0.00	-768.37	50746
858	EFTPS - 941 DEPOSITS	05/02/2025	Bank Draft	0.00	654.42	50746
858	EFTPS - 941 DEPOSITS	05/02/2025	Bank Draft	0.00	69,969.67	50746
303	WA DRS - DEPT OF RETIREMENT SRVCS	05/09/2025	Bank Draft	0.00	43,349.82	50747
184	WA DOR - B&O TAXES	05/09/2025	Bank Draft	0.00	532.63	50748
1241	UNITED PARCEL SERVICE	05/09/2025	Bank Draft	0.00	27.40	50749
303	WA DRS - DEPT OF RETIREMENT SRVCS	05/14/2025	Bank Draft	0.00	2,418.93	50750
Total Bank Draft:				0.00	342,150.16	

Check Report

Date Range: 04/10/2025 - 05/14/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Regular						
1150	AMAZON CAPITAL SERVICES	04/15/2025	Regular	0.00	100.96	101343
005	ANGELES CONCRETE PRODUCTS	04/15/2025	Regular	0.00	903.82	101344
476	ANGELES PLUMBING LLC	04/15/2025	Regular	0.00	1,139.48	101345
885	CBS REPORTING, INC	04/15/2025	Regular	0.00	286.00	101346
999	CENTURYLINK	04/15/2025	Regular	0.00	233.76	101347
1081	CINTAS CORP NO 2	04/15/2025	Regular	0.00	25.59	101348
1066	CINTAS CORPORATION NO 3	04/15/2025	Regular	0.00	197.48	101349
245	CITY /PORT ANGELES	04/15/2025	Regular	0.00	165.94	101350
982	FASTENAL COMPANY	04/15/2025	Regular	0.00	344.80	101351
522	JEFFERSON TRANSIT AUTHORITY	04/15/2025	Regular	0.00	3,750.00	101352
014	LES SCHWAB GROUP HOLDINGS LLC	04/15/2025	Regular	0.00	3,954.42	101353
923	MATTHEW C LASHER III	04/15/2025	Regular	0.00	157.90	101354
237	OLYMPIC DM DISPOSAL	04/15/2025	Regular	0.00	128.15	101355
156	PITNEY BOWES	04/15/2025	Regular	0.00	230.39	101356
1183	PROCOM LLC	04/15/2025	Regular	0.00	596.00	101357
1239	Security Service Northwest, Inc.	04/15/2025	Regular	0.00	1,017.50	101358
797	Thorne's Refrigeration	04/15/2025	Regular	0.00	2,354.42	101359
536	THRYV, INC	04/15/2025	Regular	0.00	35.00	101360
1199	TRANSMITTER SOLUTIONS	04/15/2025	Regular	0.00	400.00	101361
1046	UNITE GPS LLC	04/15/2025	Regular	0.00	3,527.50	101362
181	VERIZON WIRELESS,BELLEVUE	04/15/2025	Regular	0.00	553.33	101363
181	VERIZON WIRELESS,BELLEVUE	04/15/2025	Regular	0.00	375.98	101364
539	WA MUNICIPAL CLERKS ASSOC	04/15/2025	Regular	0.00	100.00	101365
845	WAVE DIVISION HOLDINGS, LLC	04/15/2025	Regular	0.00	1,444.46	101366
550	WSTIP	04/15/2025	Regular	0.00	124.99	101367
1150	AMAZON CAPITAL SERVICES	04/16/2025	Regular	0.00	1,393.88	101368
510	CUMMINS INC.	04/16/2025	Regular	0.00	339.44	101369
1143	DOBBS HEAVY DUTY HOLDINGS LLC	04/16/2025	Regular	0.00	2,496.55	101370
307	FERRELLGAS LP	04/16/2025	Regular	0.00	2,583.65	101371
305	GILLIG LLC	04/16/2025	Regular	0.00	917.79	101372
221	RACE STREET AUTO PARTS-NAPA	04/16/2025	Regular	0.00	32.84	101373
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	04/17/2025	Regular	0.00	170.77	101374
1150	AMAZON CAPITAL SERVICES	04/22/2025	Regular	0.00	975.06	101375
1248	Anthony Burke	04/22/2025	Regular	0.00	3,000.20	101376
999	CENTURYLINK	04/22/2025	Regular	0.00	264.27	101377
1066	CINTAS CORPORATION NO 3	04/22/2025	Regular	0.00	197.48	101378
031	CITY OF PORT ANGELES	04/22/2025	Regular	0.00	1,437.80	101379
1089	DR PANZA LLC	04/22/2025	Regular	0.00	1,470.00	101380
1121	LEMAY MOBILE SHREDDING	04/22/2025	Regular	0.00	144.56	101381
014	LES SCHWAB GROUP HOLDINGS LLC	04/22/2025	Regular	0.00	672.35	101382
314	M & P GARAGE DOORS	04/22/2025	Regular	0.00	334.82	101383
923	MATTHEW C LASHER III	04/22/2025	Regular	0.00	157.90	101384
874	NORTHWEST PLASTICS, INC.	04/22/2025	Regular	0.00	735.62	101385
453	OLYMPIC ELECTRIC CO INC	04/22/2025	Regular	0.00	1,857.77	101386
1111	PITNEY BOWES	04/22/2025	Regular	0.00	240.75	101387
564	PUD #1 OF CLALLAM COUNTY	04/22/2025	Regular	0.00	87.61	101388
1239	Security Service Northwest, Inc.	04/22/2025	Regular	0.00	1,471.25	101389
369	SEON SYSTEMS SALES, INC.	04/22/2025	Regular	0.00	713.18	101390
872	THOMAS PRINTING, INC.	04/22/2025	Regular	0.00	2,363.13	101391
509	VESTIS GROUP	04/22/2025	Regular	0.00	209.89	101392
597	WA ESD - UNEMPLOYMENT TAXES	04/22/2025	Regular	0.00	2,044.71	101393
1150	AMAZON CAPITAL SERVICES	04/23/2025	Regular	0.00	696.94	101394
510	CUMMINS INC.	04/23/2025	Regular	0.00	7,098.43	101395
307	FERRELLGAS LP	04/23/2025	Regular	0.00	2,177.72	101396
305	GILLIG LLC	04/23/2025	Regular	0.00	488.75	101397
221	RACE STREET AUTO PARTS-NAPA	04/23/2025	Regular	0.00	232.68	101398
1150	AMAZON CAPITAL SERVICES	04/29/2025	Regular	0.00	274.29	101399
504	ANGELES COMMUNICATION INC	04/29/2025	Regular	0.00	614.74	101400
476	ANGELES PLUMBING LLC	04/29/2025	Regular	0.00	1,465.47	101401
109	CENTURYLINK	04/29/2025	Regular	0.00	143.46	101402

Check Report

Date Range: 04/10/2025 - 05/14/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1066	CINTAS CORPORATION NO 3	04/29/2025	Regular	0.00	197.48	101403
245	CITY /PORT ANGELES	04/29/2025	Regular	0.00	75.65	101404
435	GALLS PARENT HOLDINGS LLC	04/29/2025	Regular	0.00	542.60	101405
923	MATTHEW C LASHER III	04/29/2025	Regular	0.00	157.90	101406
573	SME SOLUTIONS LLC	04/29/2025	Regular	0.00	2,974.10	101407
536	THRYV, INC	04/29/2025	Regular	0.00	35.48	101408
698	TRAPEZE SOFTWARE GROUP, INC.	04/29/2025	Regular	0.00	19,596.56	101409
509	VESTIS GROUP	04/29/2025	Regular	0.00	111.65	101410
1143	DOBBS HEAVY DUTY HOLDINGS LLC	04/30/2025	Regular	0.00	345.61	101411
307	FERRELLGAS LP	04/30/2025	Regular	0.00	2,631.76	101412
1224	KBT DISTRIBUTING LLC	04/30/2025	Regular	0.00	28,049.02	101413
751	MUNCIE RECLAMATION & SUPPLY	04/30/2025	Regular	0.00	3,053.53	101414
221	RACE STREET AUTO PARTS-NAPA	04/30/2025	Regular	0.00	878.09	101415
179	BANK OF AMERICA	04/30/2025	Regular	0.00	1,812.45	101416
US0506	US BANK 0506	04/30/2025	Regular	0.00	126.53	101417
US0898	US BANK 0898	04/30/2025	Regular	0.00	6,938.68	101418
US2204	US BANK 2204	04/30/2025	Regular	0.00	82.92	101419
US2271	US BANK 2271	04/30/2025	Regular	0.00	75.14	101420
US2500	US BANK 2500	04/30/2025	Regular	0.00	760.16	101421
US3520	US BANK 3520	04/30/2025	Regular	0.00	294.03	101422
US6068	US BANK 6068	04/30/2025	Regular	0.00	26.10	101423
US6383	US BANK 6383	04/30/2025	Regular	0.00	353.47	101424
US6466	US BANK 6466	04/30/2025	Regular	0.00	221.69	101425
US7926	US BANK 7926	04/30/2025	Regular	0.00	461.46	101426
US8067	US BANK 8067	04/30/2025	Regular	0.00	75.53	101427
US9494	US BANK 9494	04/30/2025	Regular	0.00	3,221.28	101428
US1603	USBANK 1603	04/30/2025	Regular	0.00	2,297.65	101429
US3151	USBANK 3151	04/30/2025	Regular	0.00	2,076.11	101430
US9673	USBANK 9673	04/30/2025	Regular	0.00	49.99	101431
US9737	USBANK 9737	04/30/2025	Regular	0.00	66.47	101432
1260	Joe Visell	05/01/2025	Regular	0.00	543.83	101433
MR047	MARY E BOWER	05/02/2025	Regular	0.00	48.09	101434
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	05/02/2025	Regular	0.00	170.77	101435
1150	AMAZON CAPITAL SERVICES	05/06/2025	Regular	0.00	112.27	101436
1164	BRETT A ROMANO	05/06/2025	Regular	0.00	1,050.00	101437
1081	CINTAS CORP NO 2	05/06/2025	Regular	0.00	185.78	101438
1066	CINTAS CORPORATION NO 3	05/06/2025	Regular	0.00	197.48	101439
031	CITY OF PORT ANGELES	05/06/2025	Regular	0.00	4,907.79	101440
774	FIRST TRANSIT, INC	05/06/2025	Regular	0.00	5,535.00	101441
1223	HORTON WEIBEL BROUGHTON & PALMER PLLC	05/06/2025	Regular	0.00	132.50	101442
014	LES SCHWAB GROUP HOLDINGS LLC	05/06/2025	Regular	0.00	2,875.18	101443
923	MATTHEW C LASHER III	05/06/2025	Regular	0.00	157.90	101444
937	OLYMPIC SPRINGS, INC	05/06/2025	Regular	0.00	344.41	101445
119	QUILLAYUTE VALLEY SCHOOL DISTRICT #402	05/06/2025	Regular	0.00	2,275.40	101446
036	ROBERT PURCELL	05/06/2025	Regular	0.00	595.00	101447
1239	Security Service Northwest, Inc.	05/06/2025	Regular	0.00	1,980.00	101448
136	THYSSENKRUPP ELEVATOR CORPORATION	05/06/2025	Regular	0.00	6,393.85	101449
698	TRAPEZE SOFTWARE GROUP, INC.	05/06/2025	Regular	0.00	204.22	101450
1046	UNITE GPS LLC	05/06/2025	Regular	0.00	3,527.50	101451
181	VERIZON WIRELESS,BELLEVUE	05/06/2025	Regular	0.00	1,322.20	101452
181	VERIZON WIRELESS,BELLEVUE	05/06/2025	Regular	0.00	4,798.42	101453
509	VESTIS GROUP	05/06/2025	Regular	0.00	106.74	101454
1137	WALTER E NELSON OF WEST WASHINGTON	05/06/2025	Regular	0.00	282.84	101455
845	WAVE DIVISION HOLDINGS, LLC	05/06/2025	Regular	0.00	1,307.95	101456
746	WEST WASTE & RECYCLING, INC.	05/06/2025	Regular	0.00	120.00	101457
344	XEROX CORPORATION	05/06/2025	Regular	0.00	364.90	101458
510	CUMMINS INC.	05/07/2025	Regular	0.00	6,419.67	101459
1143	DOBBS HEAVY DUTY HOLDINGS LLC	05/07/2025	Regular	0.00	492.82	101460
307	FERRELLGAS LP	05/07/2025	Regular	0.00	2,072.90	101461
305	GILLIG LLC	05/07/2025	Regular	0.00	518.11	101462
057	GRAINGER	05/07/2025	Regular	0.00	84.23	101463

Check Report

Date Range: 04/10/2025 - 05/14/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
178	HARLOW'S BUS SALES INC.	05/07/2025	Regular	0.00	189.12	101464
1189	MODEL 1 COMMERCIAL VEHICLES, INC.	05/07/2025	Regular	0.00	124,297.00	101465
751	MUNCIE RECLAMATION & SUPPLY	05/07/2025	Regular	0.00	533.74	101466
1128	NFI PARTS	05/07/2025	Regular	0.00	37.99	101467
1150	AMAZON CAPITAL SERVICES	05/13/2025	Regular	0.00	2,402.10	101468
1081	CINTAS CORP NO 2	05/13/2025	Regular	0.00	29.12	101469
1066	CINTAS CORPORATION NO 3	05/13/2025	Regular	0.00	197.48	101470
435	GALLS PARENT HOLDINGS LLC	05/13/2025	Regular	0.00	787.98	101471
314	M & P GARAGE DOORS	05/13/2025	Regular	0.00	1,334.80	101472
923	MATTHEW C LASHER III	05/13/2025	Regular	0.00	352.78	101473
1206	MOTIVE TECHNOLOGIES, INC.	05/13/2025	Regular	0.00	18,095.91	101474
874	NORTHWEST PLASTICS, INC.	05/13/2025	Regular	0.00	1,471.24	101475
237	OLYMPIC DM DISPOSAL	05/13/2025	Regular	0.00	128.15	101476
1052A	OneBridge Benefits	05/13/2025	Regular	0.00	150.00	101477
1239	Security Service Northwest, Inc.	05/13/2025	Regular	0.00	742.50	101478
768	SELECT ADVANTAGE	05/13/2025	Regular	0.00	140.00	101479
108	SOUND PUBLISHING INC.	05/13/2025	Regular	0.00	699.00	101480
509	VESTIS GROUP	05/13/2025	Regular	0.00	103.48	101481
1137	WALTER E NELSON OF WEST WASHINGTON	05/13/2025	Regular	0.00	300.51	101482
845	WAVE DIVISION HOLDINGS, LLC	05/13/2025	Regular	0.00	136.51	101483
307	FERRELLGAS LP	05/14/2025	Regular	0.00	2,078.00	101484
322	MOHAWK MFG. & SUPPLY CO.	05/14/2025	Regular	0.00	208.26	101485
751	MUNCIE RECLAMATION & SUPPLY	05/14/2025	Regular	0.00	77.56	101486
471	PRICE FORD	05/14/2025	Regular	0.00	1,070.25	101487
Total Regular:				0.00	343,933.94	

Bank Code 6078 - Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	291	145	0.00	343,933.94
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	12	12	0.00	342,150.16
EFT's	74	31	0.00	406,365.25
	377	188	0.00	1,092,449.35

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	291	145	0.00	343,933.94
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	12	12	0.00	342,150.16
EFT's	74	31	0.00	406,365.25
	377	188	0.00	1,092,449.35

Fund Summary

Fund	Name	Period	Amount
100	General Fund	4/2025	572,938.25
100	General Fund	5/2025	519,511.10
			1,092,449.35

BOARD MEETING MINUTES

Wednesday, April 16, 2025
Regular Meeting

In-person Meeting:
830 West Lauridsen Blvd., Port Angeles
Virtual: 858 1027 6869



BOARD MEMBERS PRESENT: Mark Ozias, Clallam County; Mike French, Clallam County; Brendan Meyer, City of Port Angeles; Lindsey Schromen-Wawrin, City of Port Angeles; Rachel Anderson, City of Sequim; and Rick Burton, ATU Local 587 Representative (non-voting)

STAFF PRESENT: Jim Fetzer, General Manager; Jason McNickle, Operations Manager; Barb Cox, Human Resources Manager/Clerk to the Board; Cherie Huxtable, Finance Manager; Gary Abrams, Maintenance Manager; and Hayley Grall/Deputy Clerk to the Board

1. CALL TO ORDER

*Ozias called the in-person and virtual meeting to order at 10:00 a.m., with 5 voting members present. **Quorum met.***

2. ROLL CALL

Jeff Gingell, City of Forks; Clint Wood, City of Forks; and Kelly Burger, City of Sequim were absent.

3. PUBLIC COMMENT

Jefferson Transit Authority General Manager Nicole Gauthier expressed appreciation from their agency of the support Fetzer provided throughout his time at Clallam Transit System (CTS) and wish him well for retirement.

4. PRESENTATION – Paratransit Operator Bob Richmond

Bob Richmond was recognized as Employee of the First Quarter 2025 and thanked for his service with Clallam Connect.

5. CONSENT AGENDA

A. Factsheet 2025-021: Consent Agenda – Motion No. M10:2025

- **Payment Listing** – March 13, 2025 through April 9, 2025
- **Board Meeting Minutes** – March 19, 2025
- **Resolution R4:2025** – Employee of the First Quarter
- **Resolution R5:2025** – Retirement
- **Proclamation P2:2025** – Transit Employee Appreciation Day

FINAL ACTION:** Meyer moved to approve the consent agenda, as presented. **Motion passed 5-0.

6. ACTION ITEMS

A. Factsheet 2025-022: General Manager Resignation - Motion M11:2025

General Manager resignation letter presented. Jim Fetzer thanked and commended for his service to CTS.

FINAL ACTION:** Meyer moved to authorize by CTS Motion No. M11:2025, to accept General Manager James I. Fetzer's resignation with his last working day of July 31, 2025, and his effective retirement date of August 1, 2025, as presented. **Motion passed 5-0.

B. Factsheet 2025-023: General Manager Recruitment and Planning Special Committee

In accordance with the CTS bylaws, the board chairperson elected to form a special committee for the purpose of establishing the general manager recruitment process. May 21, 2025, established as the target date to provide a report to the board.

***FINAL ACTION:** Ozias appointed himself, Meyer, Anderson, and potentially a City of Forks board member, to the Special Committee without objection. No motion required.*

C. Factsheet 2025-024: Revised 2025 CTS Regular Board Meeting Schedule – Resolution No. R6:2025

Revised board meeting schedule to better accommodate board member schedules.

FINAL ACTION: Schromen-Wawrin moved to approve CTS Resolution No. R6:2025, revising the regular board meeting schedule for 2025 as set forth in the attached Exhibit A and rescinding CTS Resolution No. R14:2024, as presented. Motion passed 5-0.

7. INFORMATIONAL ITEMS

A. Executive Report

- **Safety Stars Award:** CTS won the Washington State Transit Insurance Pool (WSTIP) award for the fourth consecutive year in the medium-sized agency category. Staff commended for their commitment to safety.
- **Awards Banquet:** Successful event with record attendance. Cash prizes awarded to staff from WSTIP funding.
- **Transit Employee Appreciation Day:** Managers will prepare cook-to-order breakfast and lunch to recognize staff.
- **Federal Update:** Annual certifications and assurances filing process delayed. Federal Transit Authority (FTA) funding update expected.
- **Low and No Grant:** Federal funding remains uncertain. Plan to apply if program is available.
- **Sequim Transit Center:** Narcan box placed with no issues.
- **5339(a) Grant Award:** Funding for five buses under review.

B. Factsheet 2025-018: Operations Department Report: Report overview provided.

C. Factsheet 2025-019: Finance Department Report: Report overview provided.

D. Maintenance Department Report

- **New Bus Shelters:** Placed in Sappho.
- **New Paratransit Vehicles:** Two in service and working to complete the rest.
- **Vanpool Fleet:** Waitlist discussed.

E. Factsheet 2025-020: Administrative Services Department Report: Report overview provided.

8. BOARD OPEN DISCUSSION

- Comprehensive Operational Analysis (COA) implementation discussed.
- Tyler software considerations voiced.

9. MEETING ADJOURNMENT

Next board meeting, May 21, 2025, at 12:00 p.m. with in-person and remote options.

There being no further business, the board chairperson adjourned the meeting at 10:49 a.m.

Board Chairperson

Hayley Grall, Deputy Clerk to the Board



DENNY GOUDIE EMPLOYEE OF THE YEAR RESOLUTION NO. R7:2025

A resolution of the Board of Clallam Transit System for the purpose of recognizing and commending Fixed-route Operator Denny Goudie for leadership and service upon being selected as the Clallam Transit System Employee of the Year for 2024.

Whereas, Denny Goudie truly symbolizes the best of Clallam Transit System and is a person who represents Clallam Transit System's mission, values, and vision; and

Whereas, Denny has been with CTS since August 12, 2022 and has a "commitment to kindness and effective customer service"; and

Whereas, Denny has demonstrated outstanding performance as a fixed-route route operator. "He is a safe operator and genuine person and represents Clallam Transit excellently"; and

Whereas, Denny is recognized as the *2024 Employee of the Year* for being "an excellent role model for us all, not only as bus drivers" but "as public servants"; and

Whereas, Denny is a top performer and approaches all work in a calm and professional manner; and

Whereas, Denny "is always at work. He never calls out or misses work" and is a "man of great character"; and

Whereas, Denny's "customer service is spot on. You never hear anything bad about his work ethic or personality"; and

Whereas, "No one deserves this award more than" Denny; and

Whereas, the Board of the Clallam Transit System wishes to express its appreciation and recognize Fixed-route Operator Denny Goudie for such service, dedication, and leadership; now therefore,

Be it resolved by the Board that:

Fixed-route Operator Denny Goudie is hereby recognized and commended by the Board as the *CTS Employee of the Year* for leadership, professionalism, and accomplishments during 2024. The Board hereby extends its gratitude to Denny Goudie.

Passed and adopted by the Board at a regular meeting thereof this 21st day of May 2025.

Board Chairperson

Approved as to content:

Attest:

James I. Fetzer General Manager

Barb Cox, Clerk to the Board



KAREN MARTIN RETIREMENT RESOLUTION NO. R8:2025

A resolution of the Board of Clallam Transit System for the purpose of honoring Fixed-route Dispatcher Karen Martin for her years of service upon retirement.

Whereas, Karen Martin has served as a paratransit operator, paratransit instructor, fixed-route operator, relief fixed-route dispatcher, and lastly as a fixed-route dispatcher in her 13 years with Clallam Transit System; and

Whereas, Karen will retire effective June 8, 2025, after 13 years serving her community providing commendable service; and

Whereas, Karen began her career with Clallam Transit System on August 6, 2012; and

Whereas, Throughout her career Karen has made contributions outside of her positions that include serving as a member of the accident review board, safety, health, and security committee, safety committee, and the employees' association; and

Whereas, Karen has been instrumental in training paratransit operators in her role as an instructor. She has been a leader, mentor, and a valuable resource for all operations employees; and

Whereas, Karen was selected and honored as the employee of the first quarter of 2014 as well as receiving many nominations through her career; and

Whereas, Karen has received many commendations and Kudos during her career in recognition of her expertise, compassion, empathy, and dedication to Clallam Transit System; and

Now, therefore be it resolved that the Board of Clallam Transit System takes great pleasure in recognizing the contributions of Karen Martin and herewith expresses its sincerest gratitude for the invaluable service she has provided to the people of Clallam County and Clallam Transit System.

Be it further resolved that the Board extends its congratulations on Karen's well-earned retirement, and best wishes for continued success, happiness, and health in the years to come.

Passed and adopted by the Board at a regular meeting thereof this 21st day of May 2025.

Board Chairperson

Approved as to content:

Attest:

James I. Fetzer, General manager

Barb Cox, Clerk to the Board



DAVID LARRABEE RETIREMENT RESOLUTION NO. R9:2025

A resolution of the Board of Clallam Transit System for the purpose of honoring Fixed-route Operator David Larrabee for his years of service upon retirement.

Whereas, Dave Larrabee will retire effective May 22, 2025 with his last day worked on May 9, 2025. He has provided more than 19 years of commendable service to Clallam Transit System (CTS); and

Whereas, Dave began his career as a transit operator on January 26, 2006 operating out of the Forks base; and

Whereas, throughout his career, Dave has represented CTS by participating in numerous regional, state, and international bus rodeo events, where he placed first several times; and

Whereas, Dave has been selected and honored as the 2013 employee of the third quarter. He has also been nominated for employee of the year in 2019; and

Whereas, Dave has received multiple commendations throughout his career in recognition of providing safe and reliable transportation with professionalism. He has also earned many safety awards along the way; and

Now, therefore be it resolved that the Board of Clallam Transit System (Board) takes great pleasure in recognizing the contributions of David Larrabee, and herewith expresses its sincerest gratitude for the invaluable service he has provided to the people of Clallam County and Clallam Transit System.

Be it further resolved that the Board extends its congratulations on Dave's well-earned retirement, and best wishes for continued success, happiness, and health in the years to come.

Passed and adopted by the Board at a regular meeting thereof this 21st day of May 2025.

Board Chairperson

Approved as to content:

Attest:

James I. Fetzer, General manager

Barb Cox, Clerk to the Board



RIDE TRANSIT MONTH – JUNE PROCLAMATION NO. P3:2025

A proclamation of the Board of Clallam Transit System for the purpose of authorizing the recognition of June as *Ride Transit Month*.

Whereas, Clallam Transit System provides clean, safe, efficient, and convenient public transportation services that enhance the lives and mobility of citizens and visitors of Clallam County; and

Whereas, Clallam Transit System's mission is to enhance the quality of life, bolster mobility, and create opportunities through public transit; and

Whereas, Clallam Transit System transported 898,885 passengers and traveled over 2,100,000 miles in 2024; and

Whereas, Clallam Transit System has been awarded the Washington State Transit Insurance Pool Safety Star Award as the safest mid-sized public transit agency in Washington State in 2025, for four consecutive years; and

Whereas, Clallam Transit System continues to provide seasonal daily service from Port Angeles to Hurricane Ridge enhancing access to the Olympic National Park since 2022; and

Whereas, effective July 1, 2023, veterans who served the active United States military, naval, or air service ride all Clallam Transit System's services for free; and

Whereas, Clallam Transit System implemented Interlink services within the cities of Sequim and Forks providing curb to curb service to riders within the service areas; and

Whereas, effective January 1, 2024, Clallam Transit System implemented zero-fare for Clallam Transit System's fixed-route, dial-a-ride, and Clallam Connect services, with the exception of the Strait Shot and Hurricane Ridge shuttles; and

Whereas, the Board of Clallam Transit System wishes to join in the celebration of our transit employees, our riders, and to encourage citizens to choose transit as a viable transportation option in Clallam County and beyond; now, therefore,

Be it resolved by the Board that:

The Board hereby proclaims the month of June 2025 is *Ride Transit Month*.

Passed and adopted by the Board at a regular meeting thereof this 21st day of May 2025.

Board Chairperson

Approved as to Content:

Attest:

James I. Fetzer, General Manager

Barb Cox, Clerk to the Board



Title: General Manager Recruitment Committee Report
Submitted By: Barb Cox, Human Resources Manager
Authorized By: Jim Fetzer, General Manager

Factsheet: 2025-029

Date: May 21, 2025

Background

The Clallam Transit System (CTS) Board (Board) general manager (GM) recruitment committee met on April 30, 2025, to develop the recruitment plan for the general manager position that will become vacant effective August 1, 2025.

The process began at the April 16, 2025, Board meeting in which the board chairperson appointed a CTS General Manager Recruitment and Planning Committee (Committee) as a special committee of the Board.

Discussion

The Committee will continue to work with the general manager, human resources manager, and the leadership team to further develop and implement the recruitment plan. The Committee will keep the Board updated as developments occur.

The following is an outline of the general manager recruitment plan:

- Identify and establish candidate for interim appointment as acting GM.
- Determine recruitment methods and process.
- Review and recommend salary ranges based on survey.
- Legal counsel involvement in essential aspects of the process.

Recommendation Action

Move to authorize by CTS Motion No. M13:2025, to accept the CTS General Manager Recruitment Plan submitted by the Special Committee, as presented.

Attachments

CTS General Manager Recruitment Plan

Passed and adopted by the Board at a regular meeting by CTS Motion No. M13:2025 thereof this 21st day of May 2025.

Board Chairperson

Approved as to Content:

Attest:

James I. Fetzer, General Manager

Barb Cox, Clerk to the Board



CLALLAM TRANSIT SYSTEM

830 W. Lauridsen Blvd, Port Angeles, Washington 98363
360-452-4511

CTS GENERAL MANAGER RECRUITMENT & TRANSITION PLAN

General manager resignation

- ☒ Letter/notice to Board in executive session - March
- ☒ Acceptance by the Board of resignation letter/factsheet action - April
- ☒ Establish Special Committee of the Board by the Chair -- April
- ☒ Acting GM recommendations GM, and/or HR.
- ☒ HR manager provided options to committee on recruitment strategies to include recruitment agencies to develop detailed strategy.
- ☒ Loop in CTS legal counsel. Current contract and position description reviewed by legal counsel.

Acting GM recommended by committee

- ☒ Identify possible acting GM candidates
- ☒ Committee identifies candidate to recommend to the board for appointment as acting interim GM
- ☒ HR manager to prepare appointment letter and resolution. Provide to committee members for review.
- Appoint Interim Acting GM effective August 1, 2025 upon Board approval - letter & resolution that has been reviewed by CTS legal – **May Board Meeting**.
- HR Manager prepare personal service contract for GM support with Jim Fetzer. Provide to committee members for review. Contract to be effective August 1, 2025 – **June Board Meeting**.

September committee meeting – Schedule committee meeting

- Review position description. If revision required Board approval
- Review salary survey results and establish salary range.
- Review current GM contract for content, salary, and benefits.
- Establish recruitment strategies. Internal or external. If external utilize recruitment agency and/or CTS.

6

September Board Meeting

- Provide updated committee report to Board.
- Approvals by the Board as determined by committee: Recruitment methods, salary range, position description as needed by factsheet.

Internal Recruitment and Applicant Process by CTS

- Recruitment timeframes to be determined by committee.
- Committee define applicant processing to include methods, materials, and timeframes
- Applicant selection methods and timeframes to be established by committee.
- Interview methods and materials to be defined by the committee.

External Recruitment and Applicant Process by CTS

- Recruitment timeframes and strategies to be determined by committee.
- Committee define applicant processing to include methods, materials, and timeframes
- Applicant selection methods and timeframes to be established by committee.
- Interview methods and materials to be defined by the committee.

External Recruitment Firm – Full Recruitment or Outreach Recruitment Option

- Committee determine if utilizing a recruitment agency is recommended and type.

Screening and Selection Process

- To be defined by the committee.



Title: Facility Remodel Contract Hoch Construction
Submitted By: Gary Abrams, Maintenance Manager
Authorized By: Jim Fetzer, General Manager *gf*

Factsheet: 2025-030
Date: May 21, 2025

Background

Clallam Transit System (CTS) has been accepting bids to finish the basement in the administration building to add an employee breakroom and employee lockers. Also, additional offices will be added in the operations department to allow the operations supervisors to be more accessible to fellow employees. CTS has received bids from three local contractors of \$227,400, \$321,678.61, and \$239,020, and Hoch Construction submitted the most qualified bid at \$227,400 plus tax. This capital project was approved by the CTS Board on the capital project list in the budget.

Discussion

I am seeking Board authorization to award Hoch Construction the bid by authorizing the CTS general manager to execute the contract for the facility remodel project.

Recommended Action

Move to authorize by CTS Motion No. M14:2025 the general manager to execute the contract for the facility remodel project with Hoch Construction, as presented.

Attachments

Hoch Construction Bid

Passed and adopted by the Board at a regular meeting by CTS Motion No. M14:2025 thereof this 21st day of May 2025.

Board Chairperson

Approved as to content:

James I. Fetzer, General Manager

Attest:

Barb Cox, Clerk to the Board



hoch construction, inc.

4201 Tumwater Truck Route
Port Angeles, Washington 98363
HOCHCC*912N4

April 29, 2025

Clallam Transit System
830 W. Lauridsen Blvd.
Port Angeles, WA 98363

BID PROPOSAL

The cost for modifications to the transit center will be (\$227,400.00) Two Hundred Twenty-Seven Thousand, Four Hundred Dollars and 00/100 plus Washington State Sales Tax.

Scope of work includes all labor and material to perform work per attached sheets provided by owner's representative (total of 3 pages). Labor is based on Washington State Prevailing Wage.

Note: no modification to the fire alarm is included due to existing devices are no longer available and will have to be addressed as a sperate scope of work. Also excludes building permit and permit fees.

Sincerely,

Kyle Priest

Kyle Priest, President
Hoch Construction, Inc.

Ph: 360.452.5381 Fax: 360.452.5382 e-mail: hoch@olympus.net
Licensed • bonded • insured



Title: Acting General Manager Assignment
Submitted By: James I. Fetzer, General Manager
Authorized By: N/A

Factsheet: 2025-031
Date: May 21, 2025

Background

I, James I. Fetzer, Clallam Transit System (CTS) General Manager have submitted my resignation effective August 1, 2025.

Discussion

The CTS Board (Board), at its discretion, may assign an acting general manager with the authority to perform all the necessary duties of general manager.

The Board Chairperson appointed a special committee of the Board for the purpose of developing the general manager recruitment and transition plan. The committee met on April 30, 2025, to review and finalize the plan. The committee has recommended CTS Operations Manager Jason McNickle be appointed as the acting general manager, effective August 1, 2025, on an interim basis. Jason brings more than 16-years of transit experience during his tenure at CTS. His experience includes fixed-route operator, fixed-route dispatcher, operations supervisor, and operations manager. The committee determined that his career path has prepared him for the transition to be acting general manager.

It is also recommended that Jason McNickle's compensation as the acting general manager be set at 10-percent (10%) above his current salary and may be amended in accordance with the *CTS Compensation Plan for Non-represented Employees*. The appointment would remain in effect until either rescinded by the CTS Board or 14 calendar days after the date of hire of a general manager. Jason's responsibilities while in the acting general manager role may also include the responsibilities in his current position.

Recommended Action

Move to authorize by CTS Motion No. R10:2025, to appoint Operations Manager Jason McNickle as the CTS interim acting general manager effective August 1, 2025, to remain in effect until rescinded by the Board or for a period of 14 calendar days after the fulfillment of the general manager position. The authorized annualized compensation will be \$136,725 which is 10-percent above his current salary and may be amended in accordance with the *CTS Compensation Plan for Non-represented Employees*, as presented.

Attachments

CTS Acting General Manager Appointment Letter
CTS Resolution R10:2025

Passed and adopted by the Board at a regular meeting by CTS Motion No. R10:2025 thereof this 21st day of May 2025.



ACTING GENERAL MANAGER APPOINTMENT RESOLUTION NO. R10:2025

A resolution of the Board of Clallam Transit System for the purpose of appointing the acting general manager on an interim basis and setting the salary and terms of the appointment.

Whereas, the Clallam Transit System Board Chairperson established a special committee for the purpose of establishing the general manager recruitment and transition plan; and

Whereas, the committee has recommended the appointment of Clallam Transit System's Operations Manager Jason McNickle as the interim acting general manager; and

Whereas, the Board has determined that Jason McNickle demonstrates the skills, abilities, and experience necessary to fulfill the requirements of acting general manager with Clallam Transit System; and

Whereas, the Board has found it desirable to appoint Jason McNickle as the Clallam Transit System acting general manager; and

Whereas, Jason McNickle as the interim acting general manager will have all the authority commensurate with the general manager position and as outlined in the *CTS General Manager Position Description*; and

Whereas, the Board has determined it desirable to establish Jason's salary and terms of the assignment as acting general manager; and

Now, therefore be it resolved that:

Section 1: Move to authorize by Resolution No. R10:2025 the appointment of Jason McNickle as the interim acting general manager for Clallam Transit System effective August 1, 2025.

Section 2: The Board hereby sets the salary of the acting general manager \$136,725 which is 10-percent above Jason's current operations manager salary. This salary may be adjusted in accordance with the provisions of the *CTS Compensation Plan for Non-represented Employees*.

Section 3: The appointment will remain in effect until rescinded by the Board or for a period of 14 calendar days after the fulfillment of the general manager position.

Section 4: The Board hereby authorizes the Board Chairperson to execute the letter to appoint Jason McNickle as the interim acting general manager.

Passed and adopted by the Board at a regular meeting thereof this 21st day of May 2025.

Board Chairperson

Approved as to Form:

Attest:

Jim Fetzer, General Manager

Barb Cox, Clerk to the Board



May 21, 2025

Jason McNickle
1236 West 16th Street
Port Angeles, WA 98363

Interim Appointment to Acting General Manager

Dear Jason:

Pursuant to action by the Clallam Transit System (CTS) Board on May 21, 2025, I am pleased to be appointing you to the acting general manager position effective August 1, 2025. This assignment will be in effect until rescinded by the CTS Board or for a period of 14 calendar days after the filling of the regular general manager position.

In your role as the interim acting general manager, you will have all the authority commensurate with the general manager position and as outlined in the current general manager position description.

In recognition of performing the roles of both the operations manager and acting general manager the Board authorizes a salary increase of 10% over your current operations manager salary of \$124,295. Therefore, effective August 1, 2025, your annual salary will be \$136,725. As any future merit and cost of living increases may occur, based on your operations manager position, your salary will be adjusted to 10% over your salary range and step in accordance with the *CTS Compensation Plan for Non-represented Employees*.

On behalf of the CTS Board, thank you for your willingness to take on this new challenge to support CTS during this time of transition. Your dedication is sincerely appreciated!

Sincerely,

Board Chairperson
Clallam Transit System

SPECIAL COMMITTEE MEETING MINUTES



Wednesday, April 30, 2025
Special Committee Meeting

In-person and
Virtual Meeting
445 757 7032

COMMITTEE MEMBERS PRESENT: Mark Ozias, Clallam County, Board Chairperson;
Rachel Anderson, City of Sequim; Brendan Meyer, City of Port Angeles, and Jeff
Gingell, City of Forks

STAFF PRESENT: Jim Fetzer, General Manager and Barb Cox, Human Resources Manager/Clerk to the Board

GENERAL MANAGER RECRUITMENT & TRANSITION PLANNING

1. CALL TO ORDER

Ozias called the committee meeting to order at 11:01 a.m. Meyer in attendance at 11:02 a.m.

2. DISCUSSION

A. Review and Update Recruitment and Plan as needed

Discussion on the draft recruitment plan was accepted by committee by consensus.

B. Acting General Manager Appointment Consideration– Review possible candidate listing and GM

In depth discussion and review of potential CTS candidates and qualifications. Factors considered of candidate were moral, ability to continue forward momentum, experience, and career trajectory. **Consensus reached** to recommend for CTS Board approval the appointment of Jason McNickle as the interim Acting General Manager effective August 1, 2025, at the May Board meeting by appointment letter and resolution. This would include a pay increase of 10% to be in effect until 14 days after the general manager position is filled. The HR manager will prepare the appointment letter and resolution and email to the committee for review prior to the May Board meeting.

C. Review Recruitment Options and Establish Methods (Internal or external)

Discussion of all options and timeframes. **Consensus reached** by the committee to schedule a committee meeting in early September to review and plan the recruitment strategy for Board approval at the September Board meeting.

D. Salary Survey - Determine Salary Range for GM Recruitment

Brief review. **Consensus reached** to consider further and determine appropriate salary range at the September committee meeting for possible approval at the September Board meeting.

E. Review General Manager Position Description and Current Contract

Brief review conducted. **Review further** at September committee meeting.

F. Personal Services Contract – General Manager Support Services

Discussion of value regarding an agreement with Jim Fetzer to provide support to acting general manager and/or general manager as needed. **Consensus reached** to move forward with this agreement. Draft will be prepared by the HR manager and provided to the committee by email for their review prior to Board approval at the June Board meeting.

G. Board Report Develop from Finalized Committee Plan (Item A.)

Committee agreed that the plan provided by the HR manager was to be finalized and emailed to the committee for review prior to submission to the Board at the May Board meeting.

3. OTHER DISCUSSION

None.

4. ADJOURNMENT

The Special Committee meeting adjourned at 11:58 a.m.

Mark Ozias, Board Chairperson



Barb Cox, Clerk to the Board



Title: April Operations Report
Submitted By: Jason McNickle, Operations Manager
Authorized By: Jim Fetzer, General Manager

Factsheet: 2025-032
Date: May 21, 2025

BACKGROUND

Clallam Transit System (CTS) provides operational data to inform the board of ridership trends, service performance, vehicle accidents, passenger exclusions, mobile ticketing, and mobile ticketing usage for the prior month.

DISCUSSION

Fixed-Route: In April 2025, fixed-route ridership increased by 7.03% compared to April 2024. CTS recorded 75,070 passenger trips—an increase of 4,933 rides from the previous year. Detailed ridership and performance data are presented in the *CTS Fixed-Route Ridership Statistics and Route Efficiency Report*.

Interlink Micro-transit Service: Customer feedback for Interlink services remains highly positive. Riders rate their experience on a scale of 1 to 5, with 5 representing the highest satisfaction. In April 2025, average trip quality ratings were 4.89 in Forks and 4.94 in Sequim.

Monthly ridership increased by 17.07% in Forks and by 34.36% in Sequim compared to April 2024.

Paratransit: Paratransit ridership increased by 4.20% in April 2025 compared to April 2024. The following table summarizes key performance metrics:

Measure	April 2025	April 2024	YTD 2025	YTD 2024	
Boardings	4,169	4,001	16,059	15,567	
On-Time Performance	94.95	95.50%	96.29%	94.35%	higher is better
No-Shows	6.00%	5.00%	6.54%	6.83%	lower is better
Same-Day Cancellations	4.85%	4.62%	5.87%	4.01%	lower is better
Newly Approved Applicants	80	65	316	248	

Vehicle Accidents and Incidents: Two reportable accidents occurred in April 2025:

1. A fixed-route bus was struck on the passenger-side door by a third-party vehicle, causing minor damage.
2. A Clallam Connect bus was sideswiped while approaching a crosswalk, resulting in light damage to the driver-side front panel.

Exclusions: CTS issued seven exclusions in April 2025—six at the Gateway Transit Center and one at the Forks Transit Center. Most incidents involved teenagers. Notable causes included:

- Two exclusions for assault.
- Two for physical altercations and repeated violations involving bicycle use in restricted areas.
- One for intentionally colliding with a moving bus while riding a skateboard.
- One for throwing objects at staff.
- One for an animal hygiene issue aboard a bus.

Mobile Ticketing Program (Token Transit): Monthly Sales Overview – Strait Shot / Hurricane Ridge

Month	Unique Users	Passes/Tickets	Gross Sales
April 2025	269	493	\$4,560
March 2025	260	492	\$4,640
February 2025	209	375	\$3,515
January 2025	209	370	\$3,405
December 2024	268	477	\$4,485
November 2024	238	413	\$3,900
October 2024	266	483	\$4,575
September 2024	295	554	\$5,033
August 2024	460	1,061	\$6,869.50
July 2024	425	1,018	\$5,979
June 2024	347	737	\$5,070
May 2024	281	561	\$4,980
April 2024	215	349	\$3,250

April 2025 Sales by Fare Type			
Type of Fare	Fare	Passengers	Revenue
Regular Strait Shot Fare	\$10.00	419	\$4,190.00
Reduced Strait Shot Fare	\$5.00	74	\$370.00
Gross Sales			\$4,560.00

Operations Update: CTS has implemented new fixed-route scheduling software and is actively training staff on its use. Additionally, new technology is being rolled out to support real-time service alerts via the website and text messaging.

RECOMMENDED ACTION

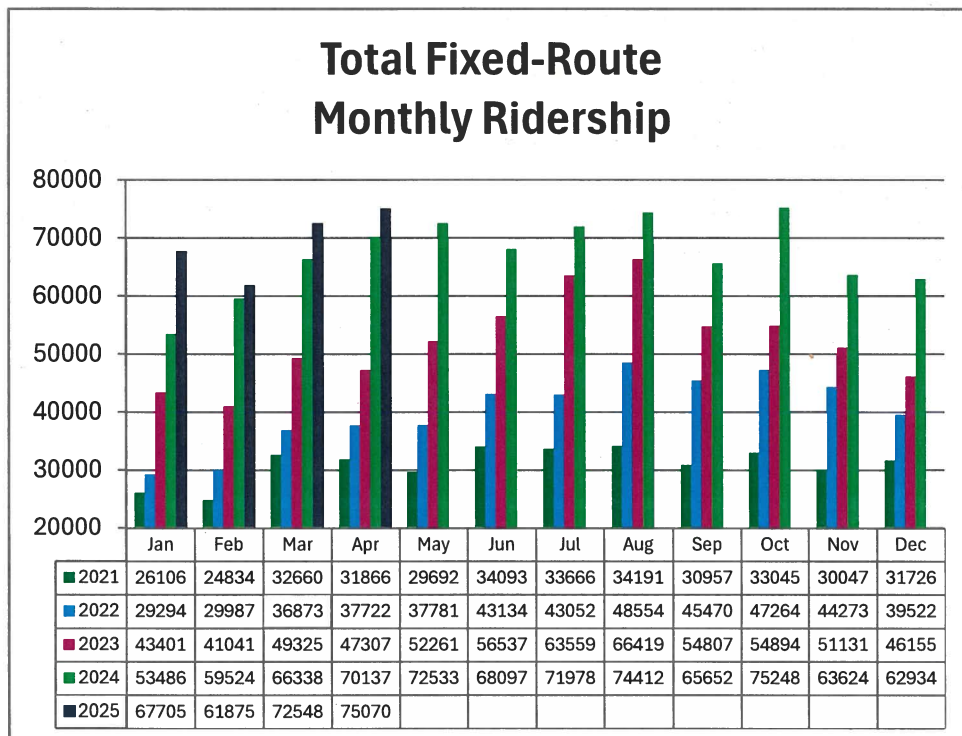
None.

ATTACHMENTS

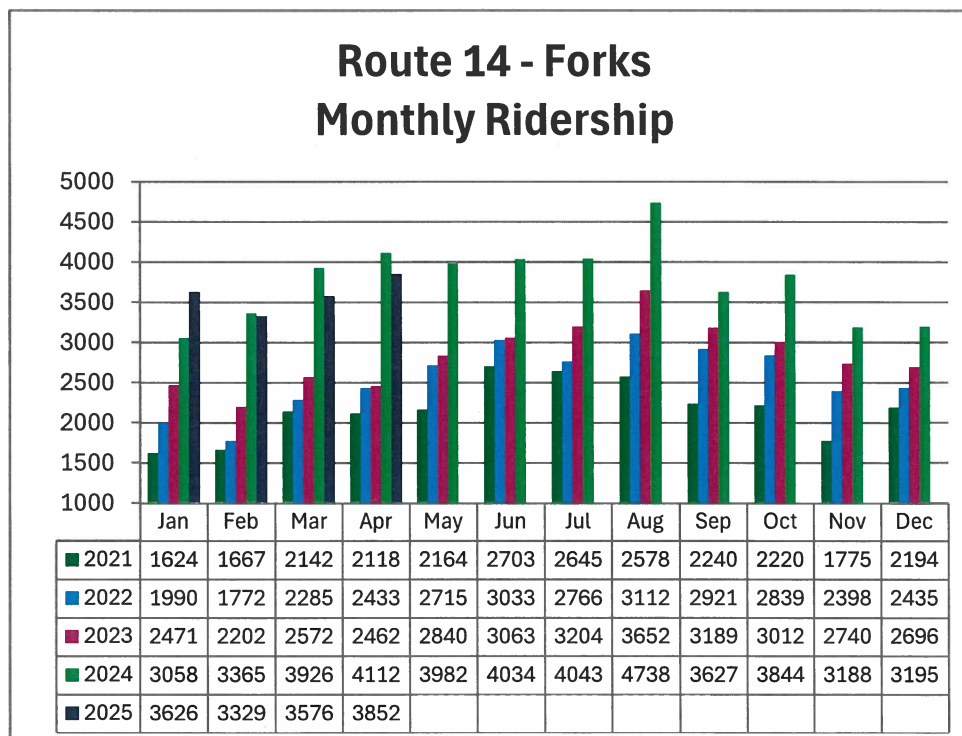
CTS Fixed-Route Ridership Statistics
Route Efficiency Report

CTS Fixed-Route Ridership Statistics April 2025

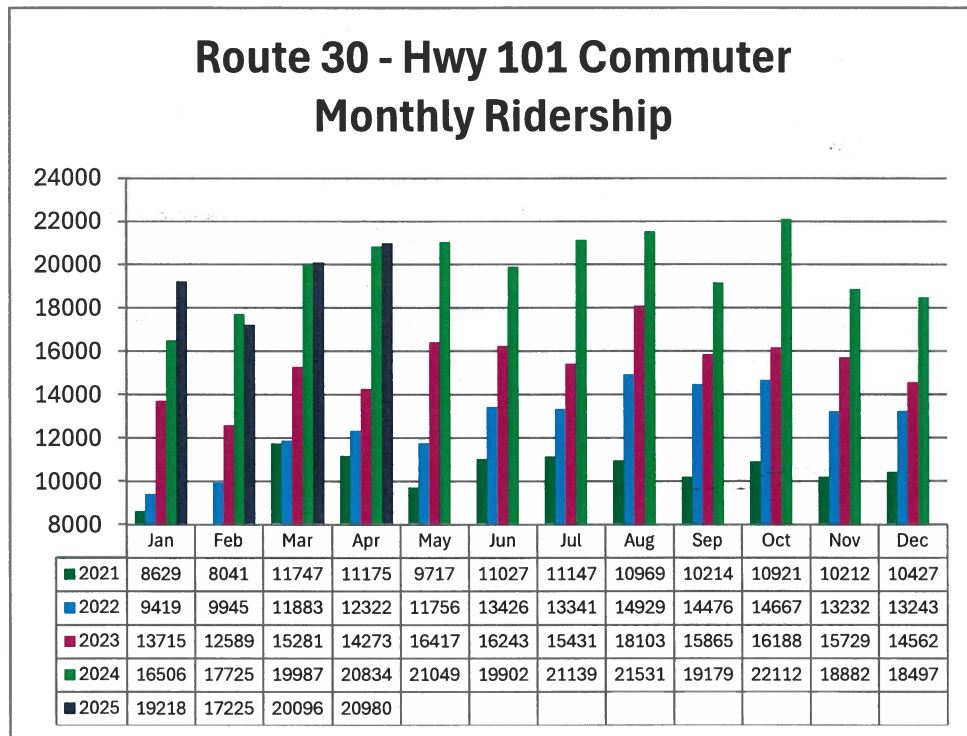
Total Fixed-Route Monthly Ridership



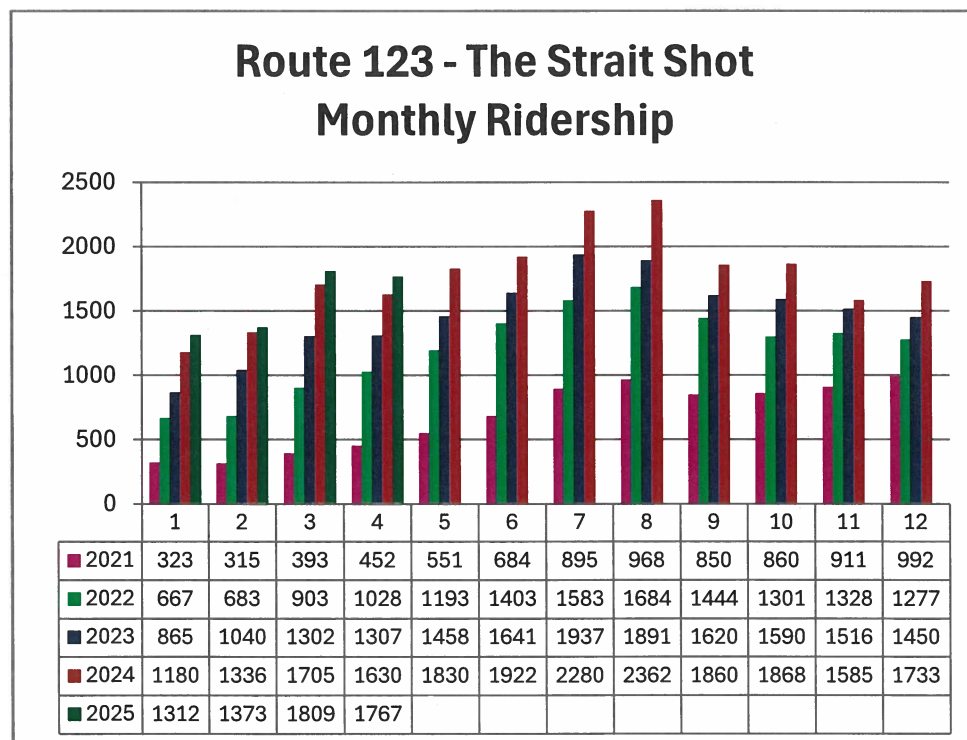
InterCity Routes (14, 30, 123)



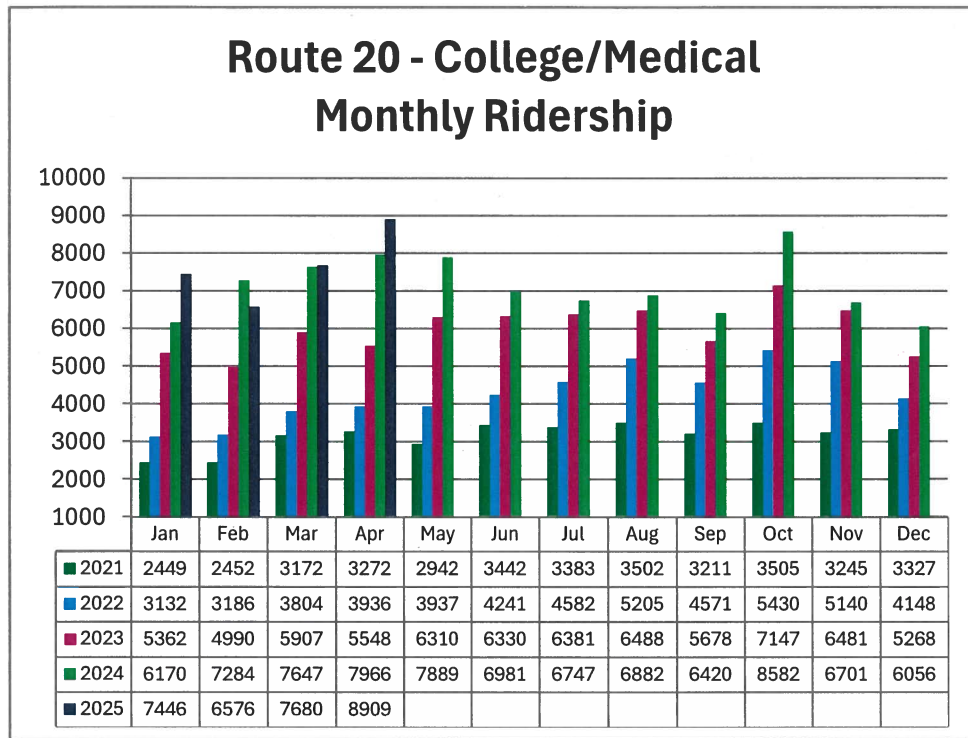
InterCity Routes (14, 30, 123)



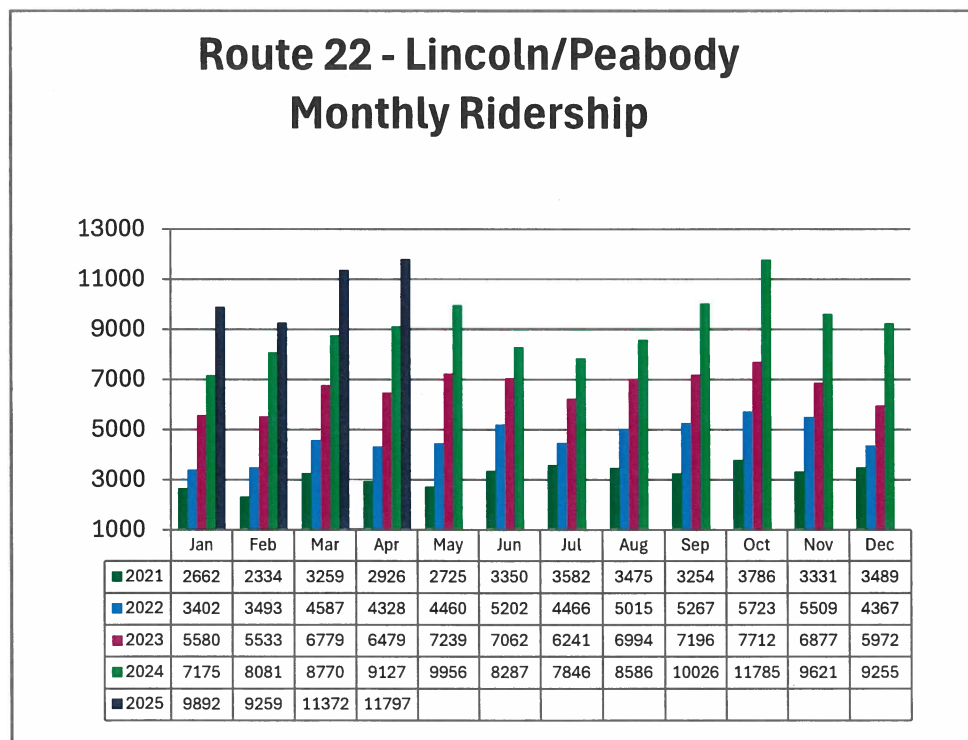
InterCity Routes (14, 30, 123)



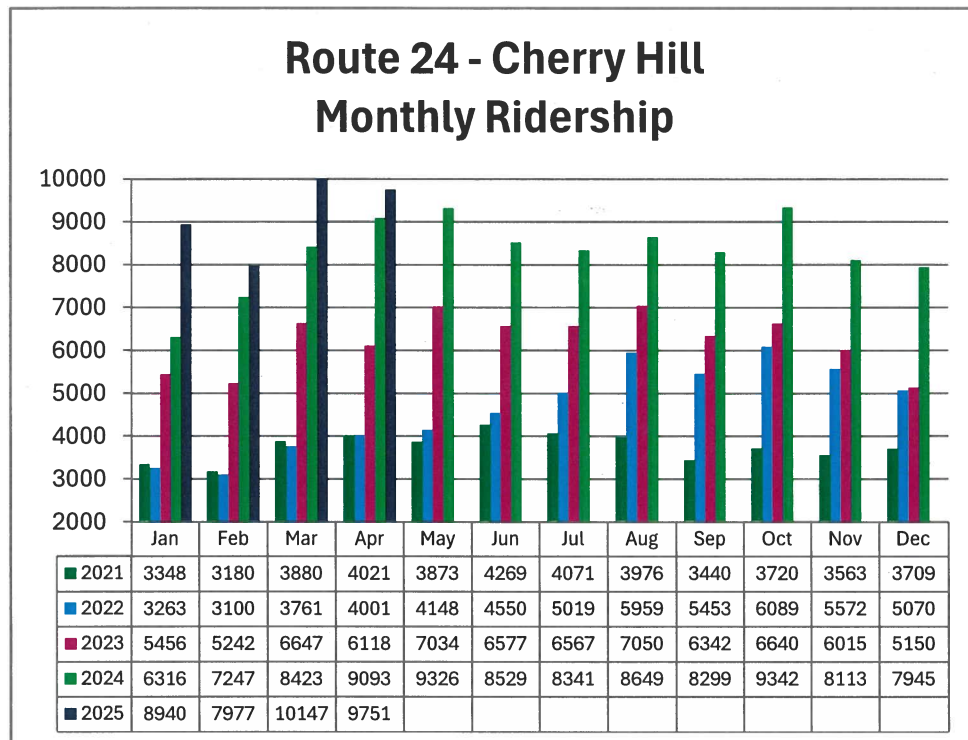
Urban Routes (20, 22, 24, 26)



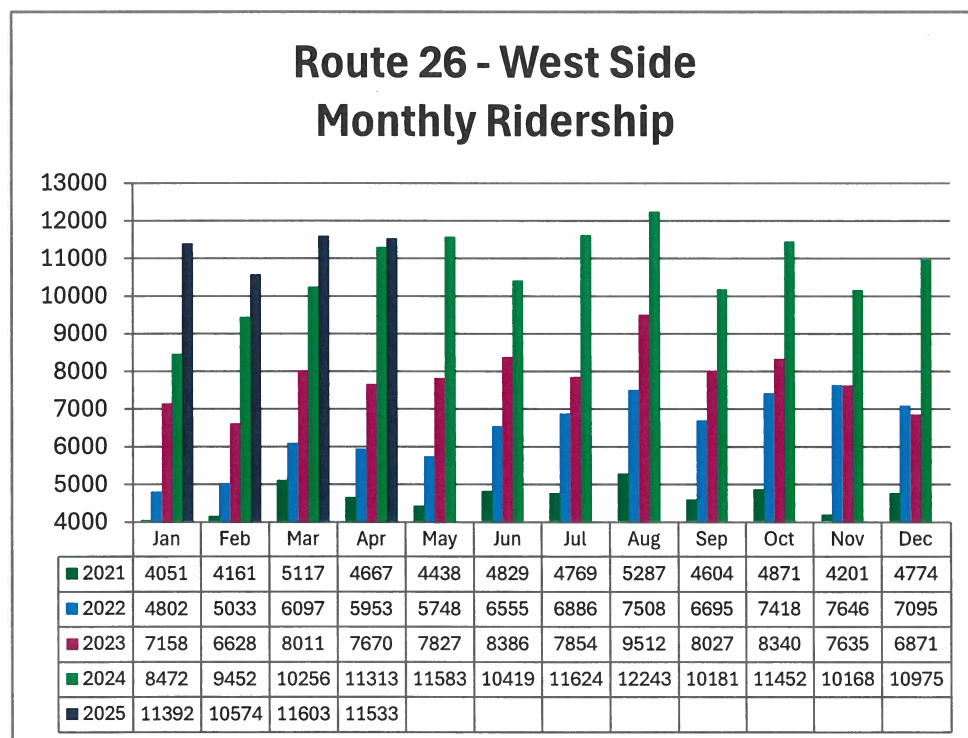
Urban Routes (20, 22, 24, 26)



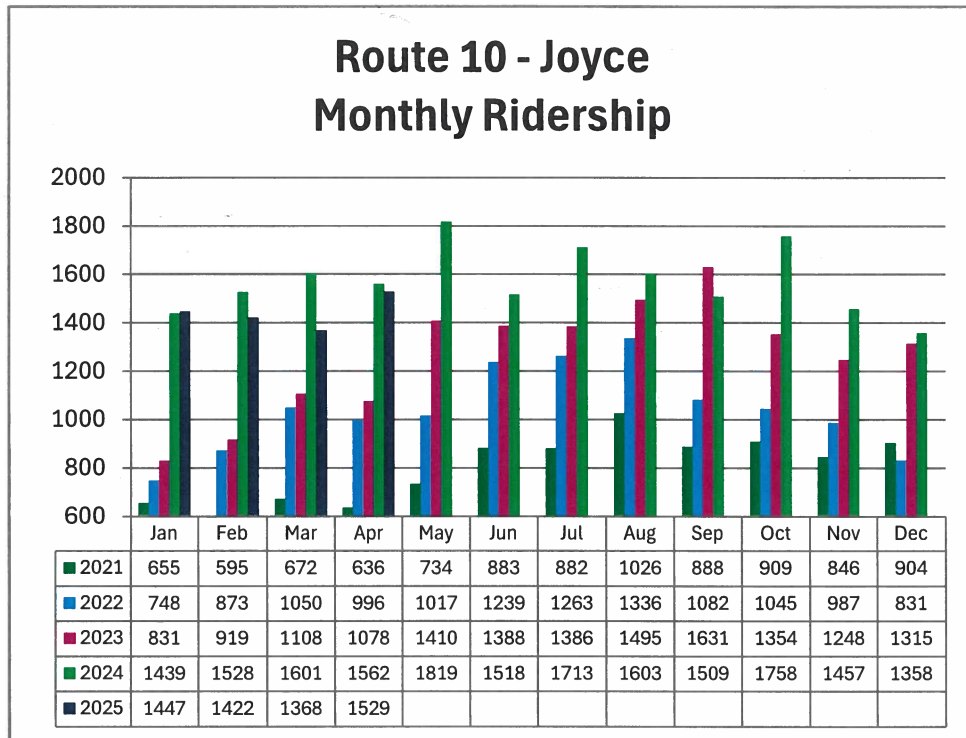
Urban Routes (20, 22, 24, 26)



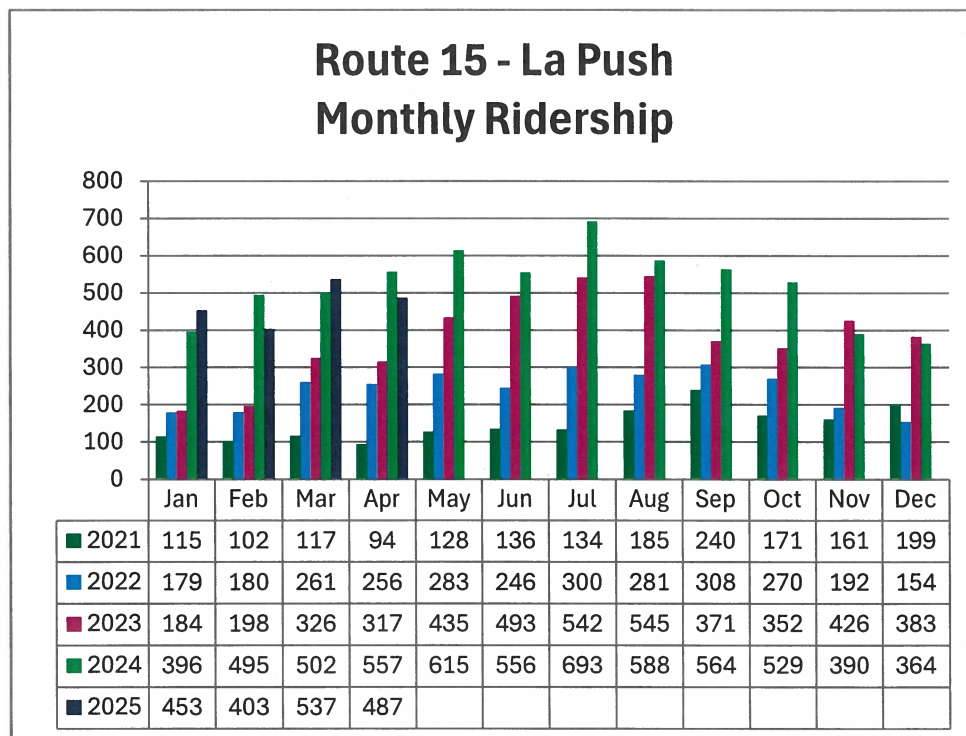
Urban Routes (20, 22, 24, 26)



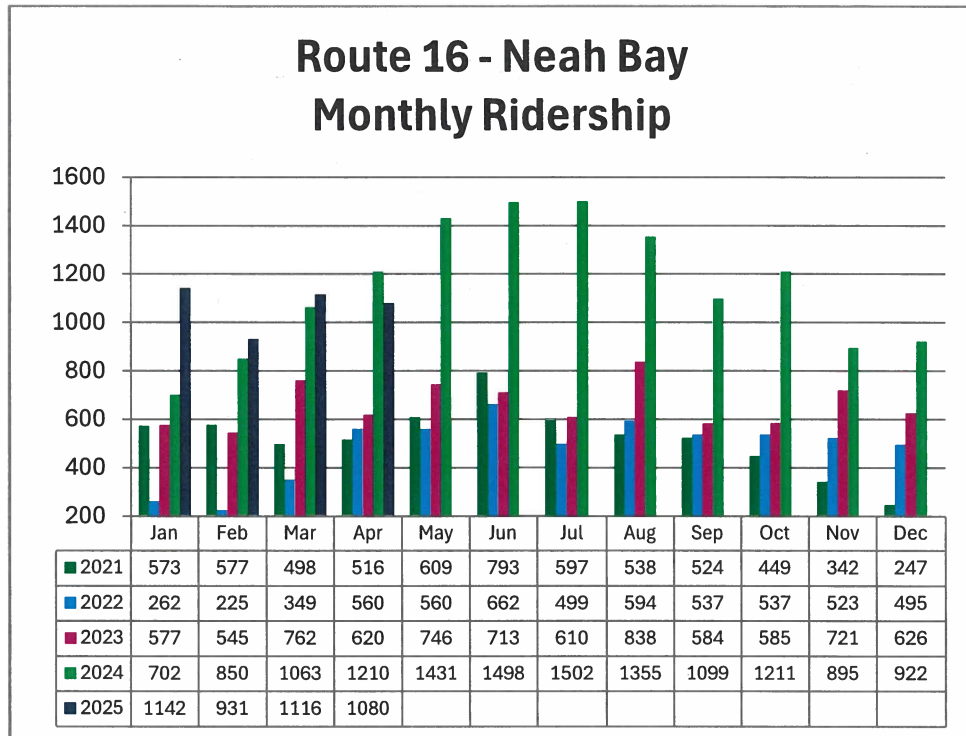
Rural Routes (10, 15, 16, 50, 52)



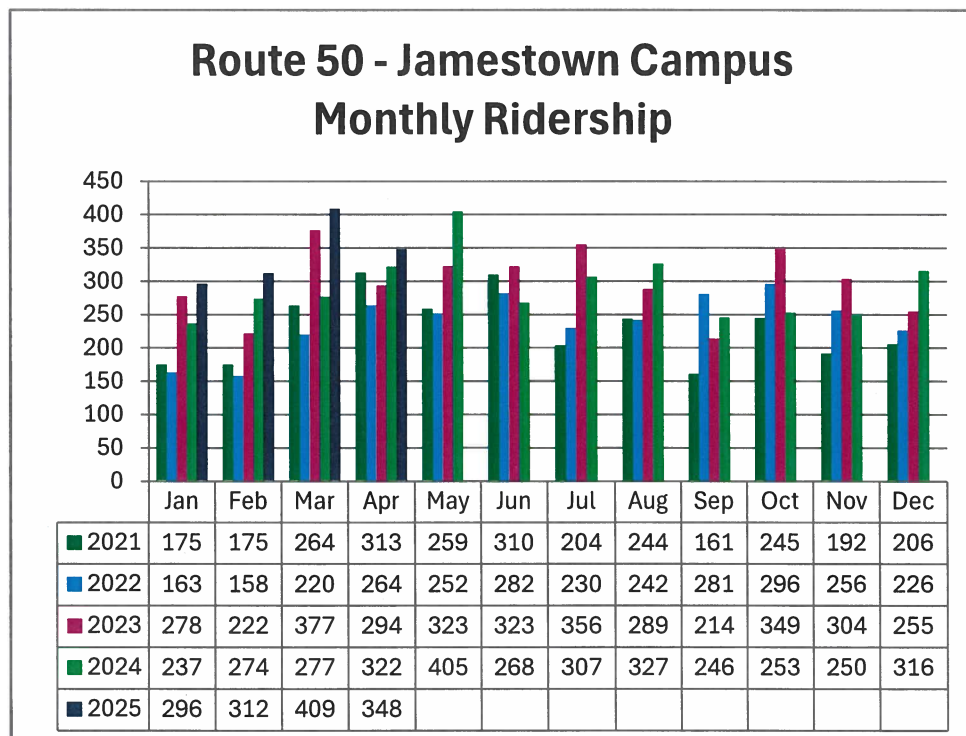
Rural Routes (10, 15, 16, 50, 52)



Rural Routes (10, 15, 16, 50, 52)

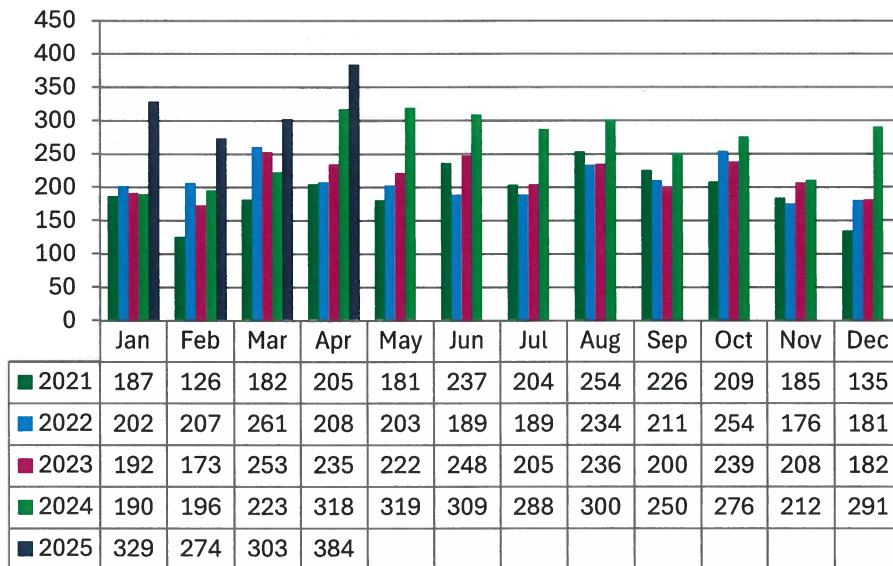


Rural Routes (10, 15, 16, 50, 52)



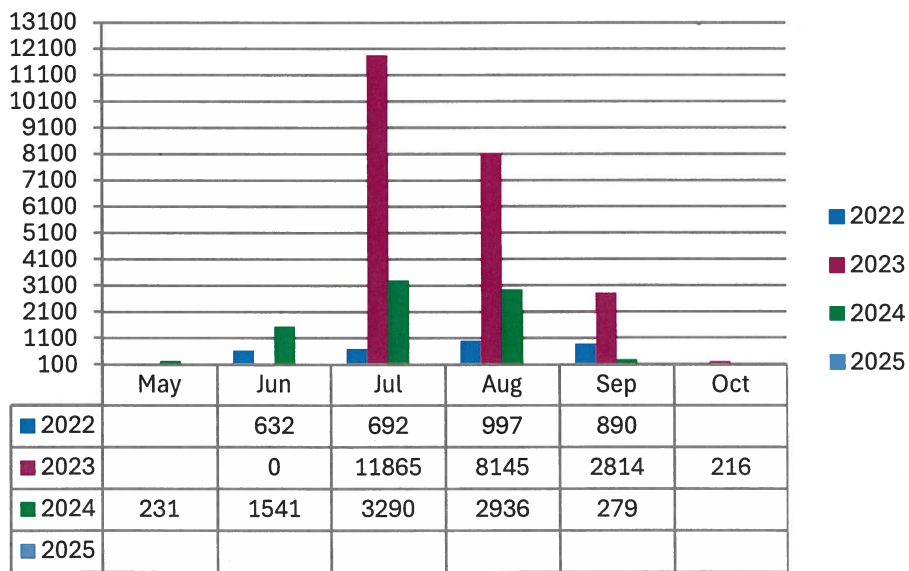
Rural Routes (10, 15, 16, 50, 52)

Route 52 - Diamond Point Monthly Ridership

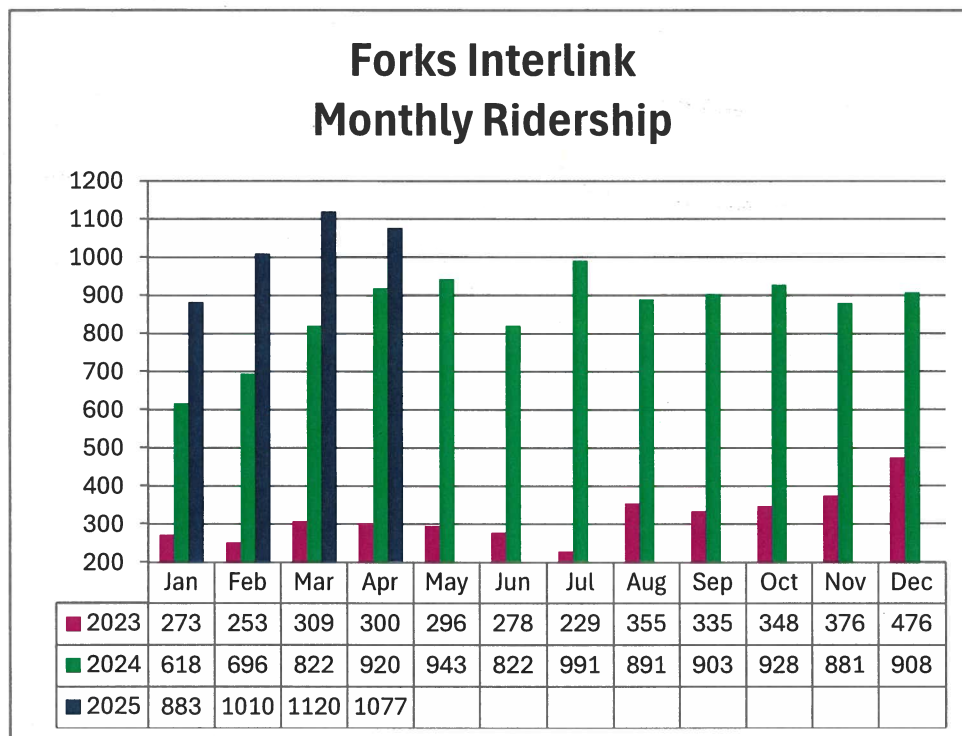


Hurricane Ridge

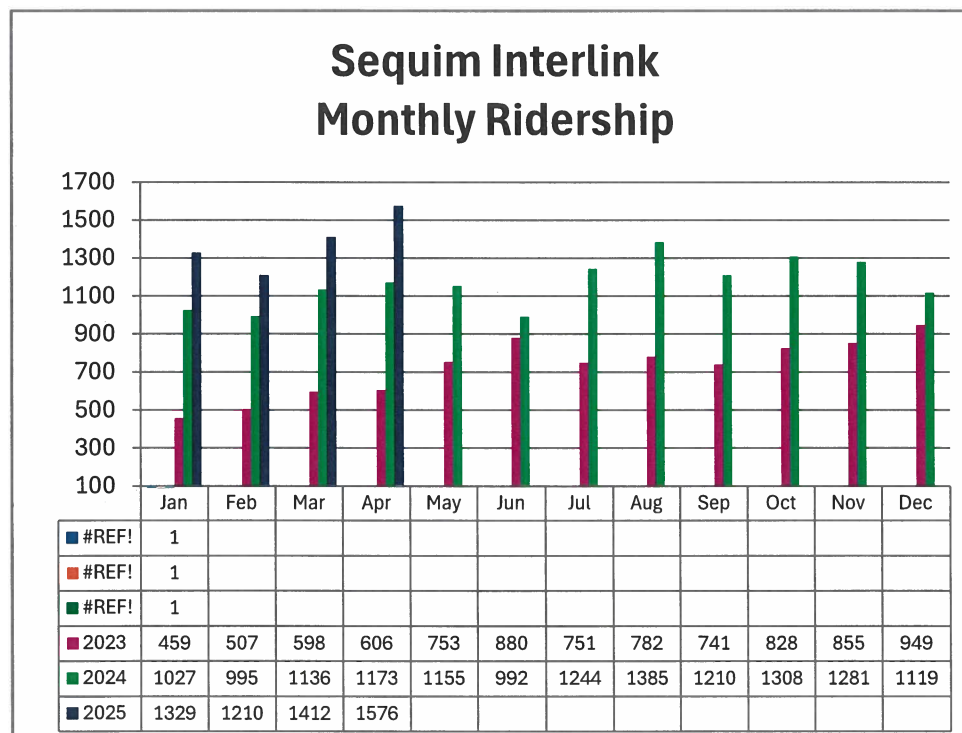
Hurricane Ridge Shuttle Monthly Ridership



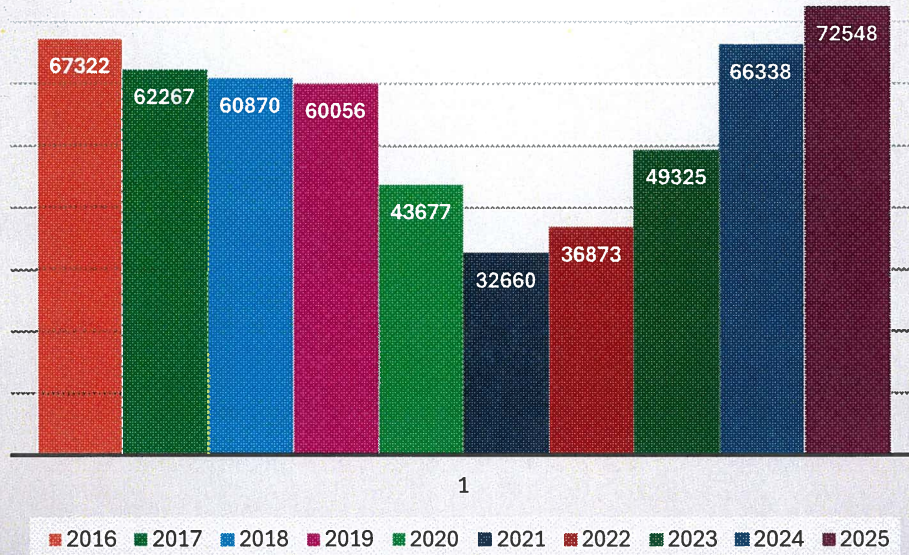
Interlink services (Sequim and Forks)



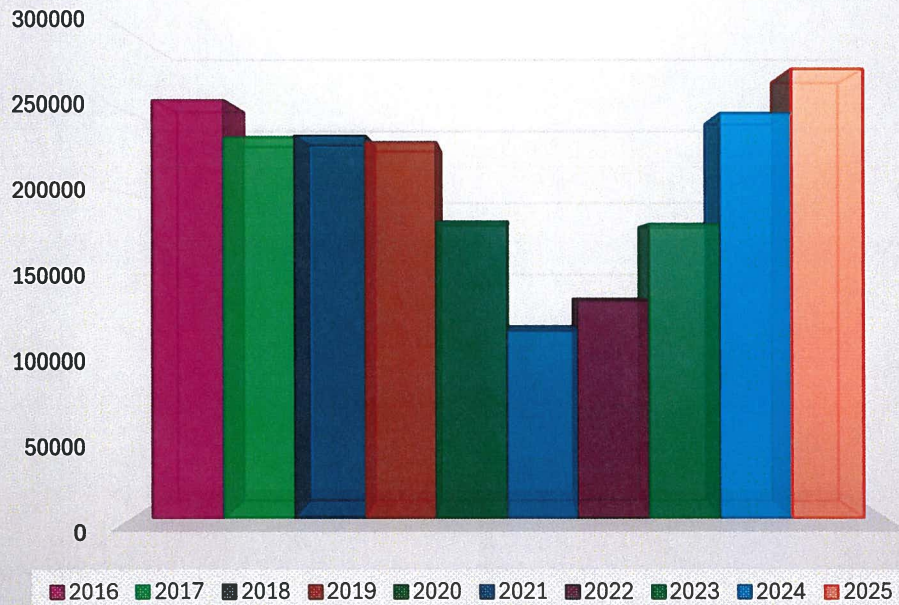
Interlink services (Sequim and Forks)



April Ridership by Year



Annual Ridership up to April



April 2025 CTS Route Efficiency Report

Efficiency Ranking	Route	Boardings	Rev Hours	Avg. Passengers per hour per route
1	22 – Lincoln/Peabody	11,797	290.04	40.674
2	26 – West Side	11,533	342.44	33.679
3	24 – Cherry Hill	9,751	333.76	29.216
4	20 – College/Medical	8,909	355.72	25.045
5	30 – Commuter	20,980	1,028.52	20.398
6	10 – Joyce	1,529	202.18	7.563
7	50 – Jamestown	348	49.28	7.062
8	14 – Forks	3,852	663.94	5.802
9	15 – La Push	487	85.32	5.708
10	Sequim Interlink	1,576	304.72	5.172
11	52 – Diamond Point	384	75.24	5.104
12	Forks Interlink	1,077	226.12	4.763
13	123 – The Strait Shot	1,767	399.04	4.428
14	16 – Neah Bay	1,080	302.44	3.571
15	ONP	0	0.00	0.000



Title: April 2025 Financial Report
Submitted By: Cherie Huxtable, Finance Manager *Ch*
Authorized By: Jim Fetzer, General Manager *JF*

Factsheet: 2025-033
Date: May 21, 2025

BACKGROUND

Clallam Transit System (CTS) provides financial data information to keep the board informed of the financial status for the previous month, as well as short-term projections. The discussion items below represent items of note for the reporting month's activity.

DISCUSSION

Cash Balances: The total cash balance as of April 30, 2025, was \$30,365,141. Of those funds, \$23.2 million is unrestricted. Ten million dollars of those unrestricted funds are currently held in the Separately Managed Account (SMA) for long-term investments.

Sales Tax Revenue: The sales tax deposit for April was \$834,168. This was 3.52% over budget for the month. Sales tax receipts are two months behind actual state collections.

Other Operating Revenue: Other operating revenue includes \$101,809 thousand in interest revenue. Interest rates from the Local Government Investment Pool (LGIP) dropped from 4.40% to 4.39%.

RECOMMENDED ACTION

None.

ATTACHMENTS

Monthly Board Report
Sales Tax Chart
Salary, Wages, and Benefits Chart
Revenue and Expenses Chart
SMA Net Position

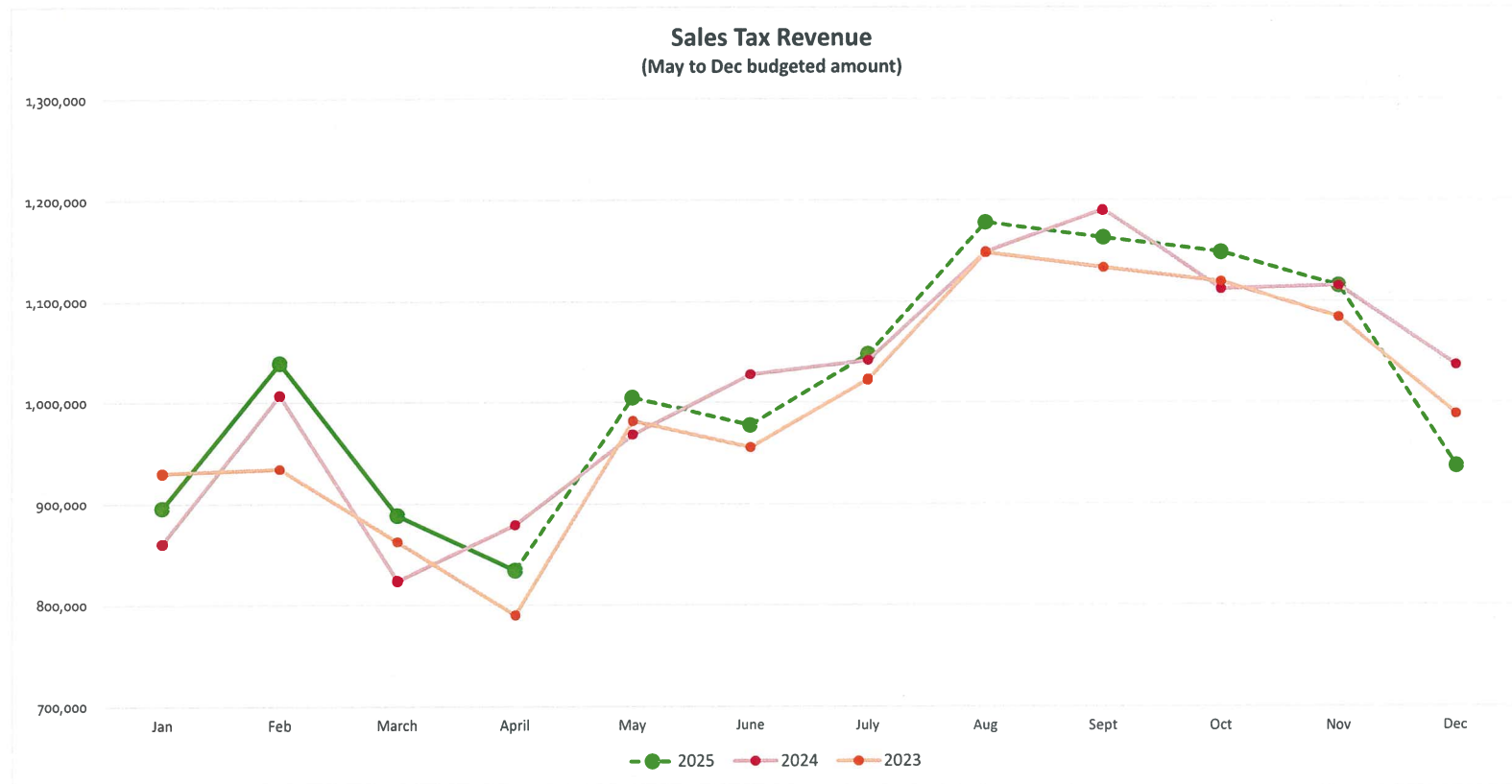


Clallam Transit System

Monthly Budget Report Group Summary

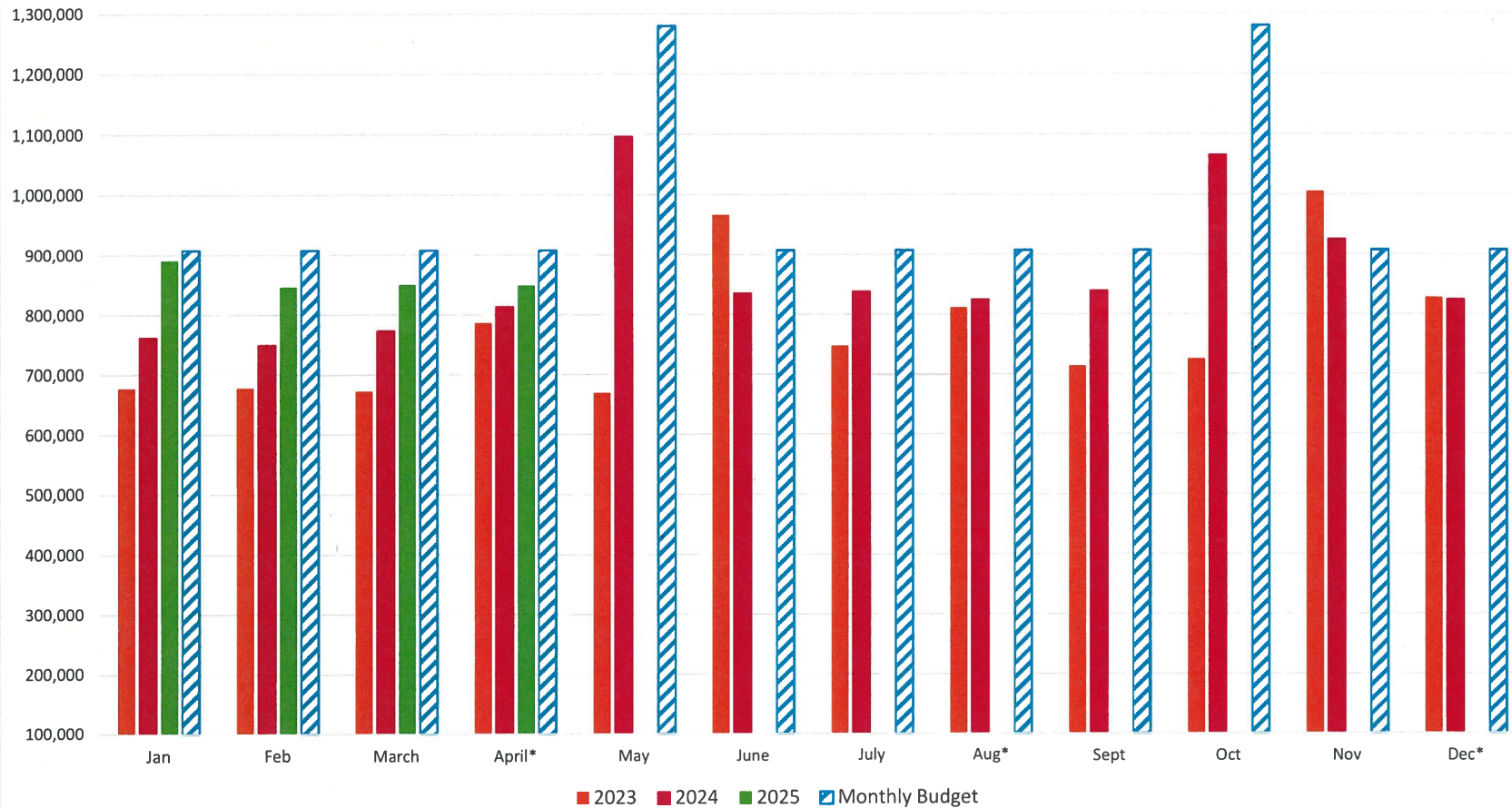
For Fiscal: Current Period Ending: 04/30/2025

ExpCa...	April Budget	April Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Revenue									
RevType: 10 - Passenger Fare Revenue									
	13,744.50	10,859.85	-2,884.65	-79.01%	54,978.00	45,707.20	-9,270.80	-83.14%	165,000.00
Total RevType: 10 - Passenger Fare Revenue:	13,744.50	10,859.85	-2,884.65	-79.01%	54,978.00	45,707.20	-9,270.80	-83.14%	165,000.00
RevType: 20 - Rideshare Revenue									
	11,245.50	15,650.00	4,404.50	-139.17%	44,982.00	45,725.00	743.00	-101.65%	135,000.00
Total RevType: 20 - Rideshare Revenue:	11,245.50	15,650.00	4,404.50	-139.17%	44,982.00	45,725.00	743.00	-101.65%	135,000.00
RevType: 30 - Paratransit Revenue									
	541.45	1,028.30	486.85	-189.92%	2,165.80	3,180.86	1,015.06	-146.87%	6,500.00
Total RevType: 30 - Paratransit Revenue:	541.45	1,028.30	486.85	-189.92%	2,165.80	3,180.86	1,015.06	-146.87%	6,500.00
RevType: 40 - Sales Tax Revenue									
	805,747.00	834,167.63	28,420.63	-103.53%	3,594,157.00	3,657,020.56	62,863.56	-101.75%	12,166,345.00
Total RevType: 40 - Sales Tax Revenue:	805,747.00	834,167.63	28,420.63	-103.53%	3,594,157.00	3,657,020.56	62,863.56	-101.75%	12,166,345.00
RevType: 50 - WSDOT Grant Revenue									
	581,333.30	417,487.00	-163,846.30	-71.82%	581,583.20	417,487.00	-164,096.20	-71.78%	2,326,000.00
Total RevType: 50 - WSDOT Grant Revenue:	581,333.30	417,487.00	-163,846.30	-71.82%	581,583.20	417,487.00	-164,096.20	-71.78%	2,326,000.00
RevType: 60 - Other Operating Revenue									
	83,504.08	141,928.55	58,424.47	-169.97%	334,016.32	546,745.41	212,729.09	-163.69%	1,002,450.00
Total RevType: 60 - Other Operating Revenue:	83,504.08	141,928.55	58,424.47	-169.97%	334,016.32	546,745.41	212,729.09	-163.69%	1,002,450.00
Total Revenue:	1,496,115.83	1,421,121.33	-74,994.50	-94.99%	4,611,882.32	4,715,866.03	103,983.71	-102.25%	15,801,295.00
Expense									
00 - Salaries & Wages	604,263.62	562,116.94	42,146.68	93.03%	2,417,054.48	2,199,468.47	217,586.01	91.00%	7,840,950.00
10 - Personnel Benefits	326,338.53	286,900.70	39,437.83	87.92%	1,305,354.12	1,176,443.06	128,911.06	90.12%	4,069,350.00
20 - Fuel and Fluids	113,013.11	109,385.98	3,627.13	96.79%	452,052.44	392,866.24	59,186.20	86.91%	1,356,700.00
30 - Parts and Supplies	48,080.95	31,148.74	16,932.21	64.78%	192,323.80	109,138.17	83,185.63	56.75%	577,200.00
40 - Professional & Misc Services	61,575.45	49,009.48	12,565.97	79.59%	246,301.80	225,671.80	20,630.00	91.62%	739,200.00
50 - Maintenance & Repair	28,363.65	46,731.08	-18,367.43	164.76%	113,454.60	105,829.90	7,624.70	93.28%	340,500.00
60 - Communications	11,162.20	9,674.99	1,487.21	86.68%	44,648.80	30,829.68	13,819.12	69.05%	134,000.00
70 - Insurance	41,233.50	41,055.25	178.25	99.57%	164,934.00	164,221.00	713.00	99.57%	495,000.00
80 - Other Operating Expenses	19,171.49	16,777.89	2,393.60	87.51%	76,685.96	55,770.94	20,915.02	72.73%	230,150.00
Total Expense:	1,253,202.50	1,152,801.05	100,401.45	91.99%	5,012,810.00	4,460,239.26	552,570.74	88.98%	15,783,050.00
Report Total:	242,913.33	268,320.28	25,406.95		-400,927.68	255,626.77	656,554.45		18,245.00



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	Annual Budget
2025	895,731	1,038,604	888,518	834,168	1,005,085	978,228	1,047,493	1,177,778	1,162,551	1,148,189	1,115,098	937,766	895,731	12,166,345
2024	860,635	1,006,762	823,904	878,809	968,302	1,027,322	1,041,358	1,148,186	1,190,563	1,111,519	1,114,918	1,036,605	12,208,884	12,118,505
2023	930,181	934,432	862,265	790,040	981,638	955,824	1,022,400	1,147,624	1,132,989	1,119,185	1,083,882	988,239	11,948,698	11,205,720

Salary, Wages, and Benefits



	Jan	Feb	March	April*	May	June	July	Aug*	Sept	Oct	Nov	Dec*	YTD	Annual Budget
Monthly Budget	907,701	907,701	907,701	907,701	1,279,125	907,701	907,701	907,701	907,701	1,279,125	907,701	907,701		11,841,575
2025	891,035	846,596	850,518	849,018									3,439,191	11,635,491
2024	761,986	749,110	773,474	813,419	1,096,265	835,082	838,348	824,801	839,214	1,064,962	925,298	824,426	10,346,384	11,841,575
2023	677,278	678,107	672,436	787,116	669,476	966,873	747,987	811,363	714,182	725,669	1,005,124	828,340	9,283,952	9,628,040

Highlighted cells are months with three payrolls.

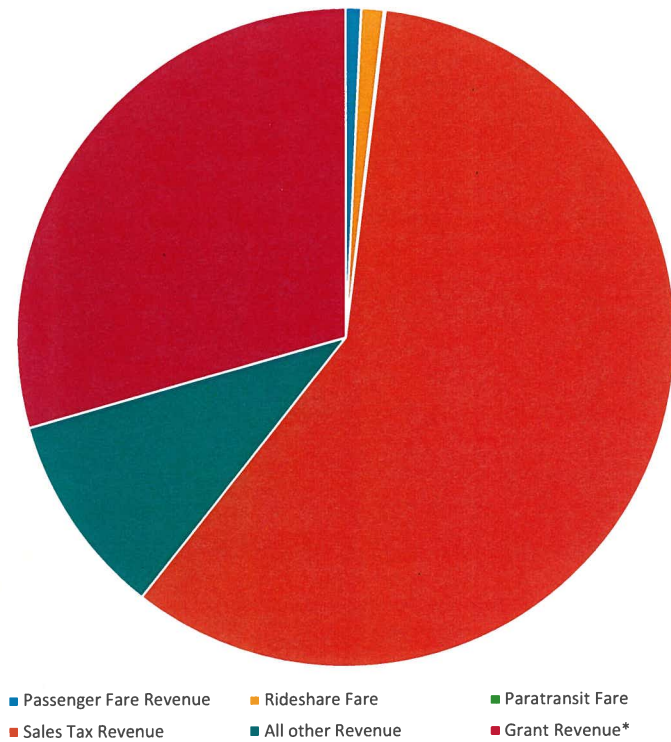
*In 2023, Retention payments will be made to staff in April, August, and December.

REVENUES	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	% of Budget Used
Passenger Fare Revenue	11,624	9,692	13,531	10,860									45,707	165,000	27.70%
Rideshare Fare	1,175	14,475	14,425	15,650									45,725	135,000	33.87%
Paratransit Fare	315	716	1,121	1,028									3,181	6,500	48.94%
Sales Tax Revenue	895,731	1,038,604	888,518	834,168									3,657,021	12,166,345	30.06%
All other Revenue	144,323	122,209	138,285	141,929									546,745	1,002,450	54.54%
Grant Revenue*	-	-	-	417,487									417,487	2,326,000	17.95%

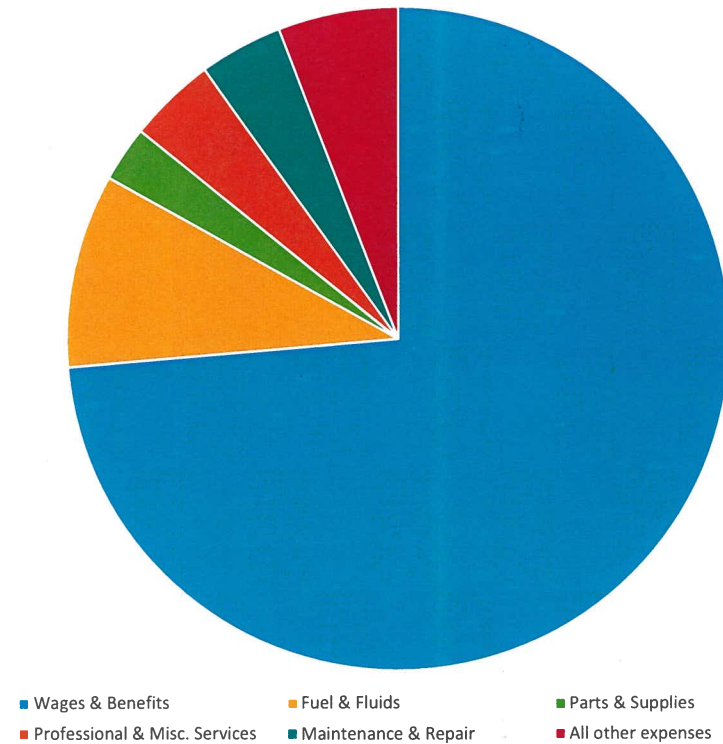
*Grant revenue appears in the Financial Statement during the month that the reimbursement requests are made, not when the funds are received.

EXPENSES	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	% of Budget Used
Wages & Benefits	829,781	846,596	850,518	849,018									3,375,912	11,635,491	29.01%
Fuel & Fluids	21,287	94,493	89,327	109,386									314,494	1,927,900	16.31%
Parts & Supplies	18,376	32,577	27,571	31,149									109,673	736,200	14.90%
Professional & Misc. Services	114,274	10,847	52,066	49,009									226,196	736,200	30.72%
Maintenance & Repair	23,983	23,549	11,567	46,731									105,830	340,500	31.08%
All other expenses	47,284	73,470	62,559	67,508									250,822	859,150	29.19%

April Revenues



April Expenses



SMA Net Position

January 2025 - April 2025

SMA-Clallam Transit	February 2025	March 2025	April 2025	Period Totals
Operations				
ADDITIONS				
Investment Earnings	31,500.11	37,125.89	35,668.97	104,294.97
DEDUCTIONS				
Administrative Expenses	320.49	383.08	371.75	1,075.32
Change in Net Position - Operations	31,179.62	36,742.81	35,297.22	103,219.65
SMA Participant Transactions				
CONTRIBUTIONS	10,000,000.00	0.00	0.00	10,000,000.00
DISTRIBUTIONS	0.00	0.00	0.00	0.00
Change in Net Position - Part. Txns.	10,000,000.00	0.00	0.00	10,000,000.00
Change in Net Position	10,031,179.62	36,742.81	35,297.22	10,103,219.65
Beginning Net Position	0.00	10,031,179.62	10,067,922.43	0.00
Ending Net Position	10,031,179.62	10,067,922.43	10,103,219.65	10,103,219.65
AVERAGE BOOK BALANCE	9,998,214.20	10,023,321.59	10,050,910.10	
GROSS YIELD (Earnings before fee)	4.423%	4.361%	4.318%	
NET YIELD (Net of fee)	4.378%	4.316%	4.273%	
Fee Rate	0.045%	0.045%	0.045%	
Statement of Net Position				
Investment Book Value	9,998,982.82	10,021,512.29	10,056,967.42	
Accrued Interest/Income	31,090.32	36,742.29	35,654.27	
Outstanding PAI	1,426.97	10,050.93	10,969.71	
Admin. Fee Liability	(320.49)	(383.08)	(371.75)	
Net Position (Amortized Cost)	10,031,179.62	10,067,922.43	10,103,219.65	
Market Value	10,004,410.33	10,033,185.12	10,091,700.67	



Title: Administrative Services Department Report
Submitted By: Barb Cox, Human Resources Manager
Authorized By: James I. Fetzter, General Manager

PC
JS

Factsheet: 2025-034
Date: May 21, 2025

Background

The Clallam Transit System (CTS) human resources manager communicates with the CTS Board on activities and operations of the administrative services department.

Discussion

Recruitments included:

- Maintenance Worker – in process due to a relocation resignation.
- Fixed-route Operator – in process to fill three openings due to retirements.
- Paratransit Operator – in process due to one resignation.
- Part-time Bus Cleaner – in process due to a retirement.
- Internal recruitments continue for Paratransit Instructor and Relief Dispatcher/CSR.
- Customer Service Representative closed with the position filled.
- Internal Fixed-route Dispatcher closed with the position filled.

We continue to have one employee out on workers compensation.

We continue to monitor the guidance provided regarding executive order (EO) 11246. There has been no new guidance relevant to CTS.

The 2025 Certifications and Assurances process continues to be delayed as it has still not been updated by the Federal Transit Administration (FTA). The annual filing deadline has historically been April 30th; however, our WSDOT contacts believe that the deadline will be extended.

Recommended Action

None.

Attachments

None.



Title: Paid Family and Medical Leave Policy
Submitted By: Barb Cox, Human Resources Manager
Authorized By: James I. Fetzer, General Manager

[Handwritten signature]

Factsheet: 2025-035
Date: May 21, 2025

Background

Clallam Transit System (CTS) *Paid Family and Medical Leave Policy* was presented and approved by the CTS Board on February 19, 2020, by Resolution No. R3:2020.

There have been regulatory and collective bargaining agreement (CBA) updates that have been incorporated into the policy.

Discussion

The CTS Paid Family and Medical Leave Policy update effective May 15, 2025, includes the following updates:

- Monetary benefit qualifying period revision
- Paid family medical leave (PMFL) monetary benefits revision
- Waiting period to reflect current RCW and CBA revisions
- Benefit period and use of paid leave accruals updated to reflect current CBA revisions
- Job restoration updated to reflect current PMFL revision

The updates are regulatory therefore the CTS general manager has approved and implemented the changes to the policy.

Recommended Action

None.

Attachments

CTS *Paid Family and Medical Leave Policy* Draft Red line
CTS *Paid Family and Medical Leave Policy* Final

830 West Lauridsen Boulevard
Port Angeles, Washington 98363



www.clallamtransit.com
360-452-4511

Policy Title:

PAID FAMILY AND MEDICAL LEAVE

Policy No.:

10-850

Review Responsibility:

Barb Cox, Human Resources Manager

Approved By:

James I. Fetzer, General Manager

Authorized By:

Clallam Transit System Resolution No. R3:2020, original resolution

Effective Date:

05/15/2025

1. PURPOSE

- A. The Washington State Paid Family and Medical Leave (PFML) law (Chapter 50A RCW) and supporting regulations establish a program administered by Washington Employment Security Department (ESD) to provide paid leave benefits and job protection to eligible employees who need leave for certain family and medical reasons.
- B. Clallam Transit System (CTS) will comply with the provisions as outlined in PFML law.

2. POLICY

- A. This policy applies to all CTS employees.
- B. This policy provides a summary of the PFML program and to the extent an issue is not addressed in this policy, CTS will administer this benefit program consistent applicable statutes and regulations. Employees may obtain additional information at www.paidleave.wa.gov.

3. ADMINISTRATION

A. Payroll Deduction

The PFML program is funded through premiums collected by ESD via payroll deductions and employer contributions. The premium rate is established by law; employees are currently responsible for two-thirds of the total premium amount. Should the State of Washington in the future modify the PFML premium rate or the percentage of premiums subject to collection through payroll deduction, CTS will modify payroll practices to reflect those statutory changes.

B. Eligibility

Under PFML, employees may be eligible for monetary benefits and job protection when taking leave for covered reasons. Eligibility requirements are as follows:

- 3.B.1 Monetary Benefits:** To be eligible for monetary benefits from ESD, an employee must have worked 820 hours in Washington, for any employer or combination of employers, during their qualifying period. This is normally, the first four of the last five completed calendar quarters or, if that does not get you to the required 820 hours, the last four completed calendar quarters immediately preceding the application for leave.

- 3.B.2 Job Protection:** To be eligible for job protection under PFML, an employee must meet Family and Medical Leave Act (FMLA) leave eligibility requirements. FMLA criteria is that an employee must have worked for CTS for at least 12 months and have worked 1250 hours in the last year.

An employee is ineligible for PFML benefits during any period of suspension from employment or during which the employee works for remuneration or profit (outside employment or contracting).

C. Leave Entitlement

Eligible employees are entitled to take up to 12 weeks of medical or family leave, or a combined total of 16 weeks of family and medical leave per claim year. An additional two weeks of leave may be available in the event the employee's leave involves incapacity due to pregnancy.

The claim year begins when the employee files a claim for PFML benefits or upon the birth/placement of the employee's child. PFML leave may be taken for the following reasons:

- 3.C.1 Medical Leave:** Medical leave may be taken due to the employee's own serious health condition, which is an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider, as those terms are defined under the FMLA and RCW 50A.05.010. However, an employee is not eligible for PFML benefits if the employee is receiving time loss benefits under the worker's compensation program.
- 3.C.2 Family Leave:** Family leave may be taken to care for a covered family member with a serious health condition; for bonding during the first 12 months following the birth of the employee's child or placement of a child under age 18 with the employee (through adoption or foster care); or for qualifying military exigencies as defined under the FMLA. For purposes of family leave, covered family members include the employee's child, grandchild, parent (including in-laws), grandparent (including in-laws), sibling, or spouse.

D. Concurrence with Other Leaves

PFML runs concurrently with FMLA leave where an absence is covered by both laws. PFML will also run concurrently with CTS Personal Health Leave. PFML leave may be taken intermittently, provided that there is a minimum claim requirement of eight consecutive hours of leave in a week for which benefits are sought.

E. PFML Application Process

An employee must submit an application to ESD in order to seek PFML benefits. For guidance on the application process, please refer to the ESD website (www.paidleave.wa.gov). Eligibility determinations will be made by ESD. If approved, the employee will need to file weekly benefit claims with ESD to continue receiving benefits.

F. Notification Requirements

- 3.F.1** An employee must provide written notice to CTS of the intent to take PFML leave. If the need for leave is foreseeable, notice must be given at least 30 days in advance of the leave. For unforeseeable leave, notice must be given as soon as practicable. The employee's written notice must include the type of leave taken (family or medical), as well as the anticipated timing and duration of the leave. If an employee fails to provide this required notice to CTS, ESD will temporarily deny PFML benefits. After receiving the employee's notice of the need for leave, CTS will advise the employee whether the employee is eligible for job protection under PFML or FMLA or both.

3.F.2 If leave is being taken for the employee's or family member's planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt CTS operations.

3.F.3 If taking leave intermittently, an employee must notify CTS each time PFML leave is taken so that CTS may properly track leave use.

G. PFML Monetary Benefits

If ESD approves a claim for PFML benefits, partial wage replacement benefit payments will be made by ESD directly to the employee. The amount of the benefit is based on a statutory formula, which generally results in a benefit of 90 percent of an employee's average weekly wage, subject to a maximum weekly benefit established by ESD, annually. ESD's website is expected to include a benefits calculator to assist employees in estimating their weekly benefit amount.

H. Waiting Period

With the exception of leave taken in connection with the birth or placement of a child, monetary PFML benefits are subject to a one week waiting period. The waiting week is the first calendar week in which PFML leave is first taken. The waiting period is counted for purposes of the overall duration of PFML leave, but no monetary benefits will be paid by ESD for that week. Employees may elect to use their available accrued leave to cover absences during the waiting week period at the employee's regular number of scheduled hours or 8 hours, whichever is less. The maximum amount of leave that can be taken for paratransit operators and extra board operators is eight hours per workday.

I. Benefit Period and Use of CTS Paid Leave Accruals

3.I.1 Use of any CTS paid leave accrued during approved PFML is not supplemental to PFML benefits.

3.I.2 Employees are not required to but may elect to use accrued CTS leave benefits during a PFML-covered absence. If elected, the minimum number of accrued leave hours is 8 hours per workday for all employees. The maximum amount of paid leave that can be taken in one workday is the amount equal to the employee's regular number of hours scheduled. The maximum amount of leave that can be taken for paratransit operators and extra board operators is eight hours per workday.

3.I.3 Compensation received for any use of accrued leave must be reported to ESD as part of the PFML claims process and will result in a pro-rated weekly PFML benefit. Failure to report the receipt of accrued leave may result in an overpayment by ESD, which ESD may recoup from the employee.

J. Coordination with Other Benefit Programs

When an employee is on leave and only receiving PFML benefits, the employee is deemed to be in unpaid status for purposes of CTS policies and benefit programs. Insurance coverage will be handled in the same manner as other unpaid leaves of absence, pursuant to CTS policy and subject to any FMLA or other legal requirements requiring continuation of coverage.

K. Return to Work

3.K.1 Job Restoration: An employee who is eligible for job-protected leave will be restored to the same or equivalent position at the conclusion of PFML leave, unless unusual circumstances have arisen. Reasons may include the employee's position or shift was eliminated for reasons unrelated to the leave or as otherwise. Under certain conditions, CTS may deny job restoration to a salaried employee who is among the highest paid ten percent of CTS employees.

3.K.2 Return-to-Work Certification: CTS may require a return-to-work certification from a healthcare provider before restoring the employee to work following PFML leave where the employee has taken leave for the employee's own serious health condition, except for an employee's intermittent use of PFML leave for their own serious health condition.

3.K.3 Notification: If an employee taking PFML leave chooses not to return to work for any reason, the employee should notify CTS as soon as possible.

4. REGULATORY AND ADMINISTRATIVE CHANGES

- A.** To facilitate the regular business routine of CTS, the CTS Board authorizes and designates the CTS General Manager to approve and implement subsequent changes to the policy that may be required to comply with federal and state regulatory changes or clarifications. The board will be notified of all policy changes.
- B.** In addition, the board authorizes and designates the general manager to approve and implement subsequent administrative changes to the policy which are deemed appropriate in order to facilitate the regular business routine of CTS, unless these changes are of major significance. The board will be notified of all policy changes.

5. REFERENCES

- A.** RCW 50A Family and Medical Leave
- B.** Family and Medical Leave Act
- C.** CTS Shared Leave Policy

830 West Lauridsen Boulevard Port Angeles, Washington 98363  www.clallamtransit.com 360-452-4511	
Policy Title: PAID FAMILY AND MEDICAL LEAVE	Policy No.: 10-850
Review Responsibility: Barb Cox-Gina Monger, Administrative Services Human Resources Manager	Approved By: James I. Fetzer-Kevin E. Gallacci , General Manager
Authorized By: Clallam Transit System Resolution No. R3:2020, original resolution	Effective Date: 03/06/2020-5/15/2025

1. PURPOSE

- A. The Washington State Paid Family and Medical Leave (PFML) law (Chapter 50A RCW) and supporting regulations establish a program administered by the Washington Employment Security Department (ESD) to provide paid leave benefits and job protection to eligible employees who need leave for certain family and medical reasons.
- B. Clallam Transit System (CTS) will comply with the provisions as outlined in the PFML law.

2. POLICY

- A. This policy applies to all CTS employees.
- B. This policy provides a summary of the PFML program and to the extent an issue is not addressed in this policy, CTS will administer this benefit program consistent applicable statutes and regulations. Employees may obtain additional information at www.paidleave.wa.gov.

3. ADMINISTRATION

A. Payroll Deduction

The PFML program is funded through premiums collected by ESD via payroll deductions and employer contributions. The premium rate is established by law; employees are currently responsible for two-thirds of the total premium amount. Should the State of Washington in the future modify the PFML premium rate or the percentage of premiums subject to collection through payroll deduction, CTS will modify payroll practices to reflect those statutory changes.

B. Eligibility

Under PFML, employees may be eligible for monetary benefits and job protection when taking leave for covered reasons. Eligibility requirements are as follows:

- 3.B.1 Monetary Benefits:** ~~In order to~~ To be eligible for monetary benefits from ESD, an employee must have worked 820 hours in Washington, ~~(for any employer or combination of employers).~~ during their ~~year preceding the claim-qualifying period.~~ This is normally, the first four of the last five

completed calendar quarters or, if that does not get you to the required 820 hours, the last four completed calendar quarters immediately preceding the application for leave.

- 3.B.2 Job Protection:** ~~In order to~~ To be eligible for job protection under PFML, an employee must meet Family and Medical Leave Act (FMLA) leave eligibility requirements. ~~The FMLA criteria is that an employee~~ must have worked for CTS for at least 12 months and have worked 1250 hours in the last year).

An employee is ineligible for PFML benefits during any period of suspension from employment or during which the employee works for remuneration or profit (~~e.g.,~~ outside employment or contracting).

C. Leave Entitlement

Eligible employees are entitled to take up to 12 weeks of medical or family leave, or a combined total of 16 weeks of family and medical leave per claim year. An additional two weeks of leave may be available in the event the employee's leave involves incapacity due to ~~her~~ pregnancy.

The claim year begins when the employee files a claim for PFML benefits or upon the birth/placement of the employee's child. PFML leave may be taken for the following reasons:

- 3.C.1 Medical Leave:** Medical leave may be taken due to the employee's own serious health condition, which is an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider, as those terms are defined under the FMLA and RCW 50A.05.010. However, an employee is not eligible for PFML benefits if the employee is receiving time loss benefits under the worker's compensation program.
- 3.C.2 Family Leave:** Family leave may be taken to care for a covered family member with a serious health condition; for bonding during the first 12 months following the birth of the employee's child or placement of a child under age 18 with the employee (through adoption or foster care); or for qualifying military exigencies as defined under the FMLA. For purposes of family leave, covered family members include the employee's child, grandchild, parent (including in-laws), grandparent (including in-laws), sibling, or spouse.

D. Concurrence with Other Leaves

PFML runs concurrently with FMLA leave where an absence is covered by both laws. PFML will also run concurrently with CTS Personal Health Leave. PFML leave may be taken intermittently, provided that there is a minimum claim requirement of eight consecutive hours of leave in a week for which benefits are sought.

E. PFML Application Process

An employee must submit an application to ESD in order to seek PFML benefits. For guidance on the application process, please refer to the ESD website (www.paidleave.wa.gov). Eligibility determinations will be made by ESD. If approved, the employee will need to file weekly benefit claims with ESD to continue receiving benefits.

F. Notification Requirements

- 3.F.1** An employee must provide written notice to CTS of the intent to take PFML leave. If the need for leave is foreseeable, notice must be given at least 30 days in advance of the leave. For unforeseeable leave, notice must be given as soon as practicable. The employee's written notice must include the type of leave taken (family or medical), as well as the anticipated timing and duration of the leave. If an employee fails to provide this required notice to CTS, ESD will temporarily deny

PFML benefits. After receiving the employee's notice of the need for leave, CTS will advise the employee whether the employee is eligible for job protection under PFML or FMLA or both.

3.F.2 If leave is being taken for the employee's or family member's planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt CTS operations.

3.F.3 If taking leave intermittently, an employee must notify CTS each time PFML leave is taken so that CTS may properly track leave use.

G. PFML Monetary Benefits

If ESD approves a claim for PFML benefits, partial wage replacement benefit payments will be made by ESD directly to the employee. The amount of the benefit is based on a statutory formula, which generally results in a benefit ~~of in the range of 75-90 percent of an employee's average weekly wage, subject to a maximum weekly benefit established by ESD, annually. of \$1,000 per week.~~ ESD's website is expected to include a benefits calculator to assist employees in estimating their weekly benefit amount.

H. Waiting Period

With the exception of leave taken in connection with the birth or placement of a child, monetary PFML benefits are subject to a ~~seven-day one week~~ waiting period. The waiting ~~period begins on the Sunday of the week is the first calendar week~~ in which PFML leave is first taken. The waiting period is counted for purposes of the overall duration of PFML leave, but no monetary benefits will be paid by ESD for that week. Employees ~~will~~ **may elect to use** their available accrued ~~CTS-paid~~ leave to cover absences during the ~~7-day~~ waiting ~~week~~ period at ~~a minimum of the employees regular number of scheduled hours or 8 hours, whichever is less. of 2.5 hours per workday. The maximum amount of paid leave that can be taken in one workday is the amount equal to the employee's regular number of hours scheduled.~~ The maximum amount of leave that can be taken for paratransit operators and ~~all~~ extra board operators is eight hours per workday.

I. Benefit Period and Use of CTS Paid Leave Accruals

3.I.1 Use of any CTS paid leave ~~benefits~~ accrued during approved PFML is not supplemental to PFML benefits.

3.I.2 Employees are not required to but may elect to use accrued CTS leave benefits during a PFML-covered absence. If elected, the minimum number of accrued leave hours ~~8 hours is 2.5 hours~~ per workday for all employees. The maximum amount of paid leave that can be taken in one workday is the amount equal to the employee's regular number of hours scheduled. The maximum amount of leave that can be taken for paratransit operators and ~~all~~ extra board operators is eight hours per workday.

3.I.3 Compensation received for any use of accrued leave must be reported to ESD as part of the PFML claims process and will result in a pro-rated weekly PFML benefit. Failure to report the receipt of accrued leave may result in an overpayment by ESD, which ESD may recoup from the employee.

J. Coordination with Other Benefit Programs

When an employee is on leave and only receiving PFML benefits, the employee is deemed to be in unpaid status for purposes of CTS policies and benefit programs. Insurance coverage will be handled in the same manner as other unpaid leaves of absence, pursuant to CTS policy and subject to any FMLA or other legal requirements requiring continuation of coverage.

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